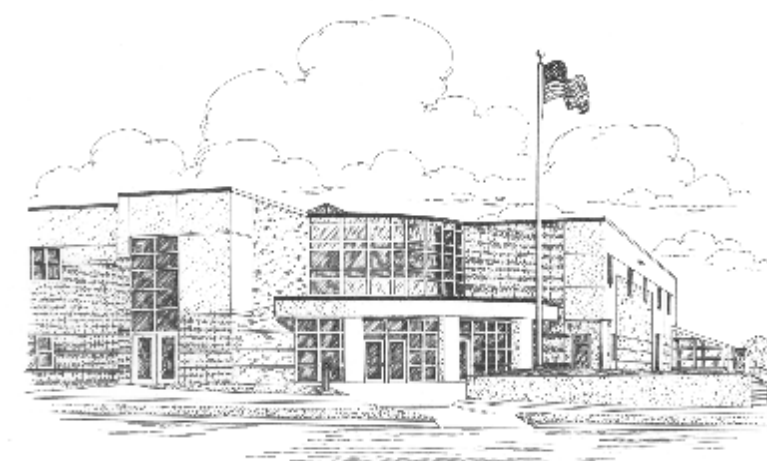


# Newton Senior High School

## STUDENT HANDBOOK 2018 - 2019



*Home of the Cardinals*

*Character first, last, and always.*

### Newton Senior High School Vision Statement

Newton Senior High School will be a positive learning environment where students accept the challenge of working at a high level of competency and focus on individual responsibility. The staff will create innovative educational opportunities in a facility which is safe, clean, and technologically advanced. The foundation on which we build will be a community where parents and other patrons actively support the educational process.

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## MISSION STATEMENT

The Newton Community School District will do whatever it takes to ensure all students learn to think, innovate, and succeed.

## WELCOME

Welcome to Newton Senior High School. It is our hope that you will dedicate your unique talents to a continuation of the academic excellence and Cardinal Pride that have become traditions at NHS.

This handbook has been prepared to help you get acquainted with the procedures of NHS. We hope that you will become involved in a challenging course of study that will prepare you for your future career choices. We also hope that you will get acquainted with the school facilities, services, rules of conduct, activity groups, and clubs.

One of your major responsibilities while here at NHS will be to get to know and respect your fellow classmates, teachers, and school personnel. It is a tradition at NHS to respect the rights of others. Building positive relationships will reward you for the rest of your life.

Our goal is to help you achieve the highest level of your potential as you study to increase your knowledge and develop your skills for the future. We hope that your years at NHS will help you develop friendships and memories that will last a lifetime. We also hope that you will gain an education that acts as a springboard for your success in the future.

Good luck,

Bill Peters, Principal

## NEWTON SENIOR HIGH SCHOOL 800 East Fourth Street South Newton, IA 50208-4766

Main Office .....	641-792-5797
Main Office Fax .....	641-792-0005
Guidance Office.....	641-792-5829
Guidance Office Fax.....	641-792-7114
HS Food Service .....	641-792-5122
HS Attendance .....	<a href="mailto:nhsattendance@newton.k12.ia.us">nhsattendance@newton.k12.ia.us</a>
NCSD Web Site.....	<a href="http://www.newton.k12.ia.us">www.newton.k12.ia.us</a>
HS Web .....	<a href="http://www.newton.k12.ia.us/hs/index.htm">www.newton.k12.ia.us/hs/index.htm</a>
HS Activities .....	<a href="http://www.littlehawkeyeconference.com">www.littlehawkeyeconference.com</a>
HS Activities .....	<a href="http://www.newtoncardinals.bigteams.com">www.newtoncardinals.bigteams.com</a>
Online Lunch Account .....	<a href="mailto:crosonc@newton.k12.ia.us">crosonc@newton.k12.ia.us</a>

## Quick Reference - WHO TO SEE/WHERE TO GO

1. Absences /Appointments ..... Attendance Window  
(7:30AM-3:30PM)
2. Athletics ..... Activities Coordinator
3. Clubs and Organizations ..... Activities Coordinator
4. Daily Announcements..... Main Office
5. Fees or Fines..... Main Office
6. Illness or Injury At School ..... School Nurse
7. iPads..... LMC
8. Lost and Found..... Main Office
9. Lunch & Breakfast Account Payments..... Café
10. Medication ..... School Nurse

11. Parking Sticker..... Main Office
12. PE Lockers and Padlocks ..... P.E. Instructors
13. Photocopying ..... LMC
14. Report Cards..... Guidance Office
15. Scheduling ..... Guidance Office
16. Student Activity Card..... Guidance Office
17. Student Hall Locker & Comb..... Guidance Office
18. Student Identification Cards ..... Guidance Office
19. Telephone ..... Main Office
20. Theft Report ..... Main Office
21. Transcripts ..... Guidance Office
22. Transfers to Another School..... Guidance Office
23. Visitors ..... Main Office

## SCHOOL FACULTY DIRECTORY

Name .....	Department
Aldrich, Niki .....	Language Arts
Arends, Don* .....	Guidance
Bair, Derek.....	Industrial Technology
Barbour-Sanchez, Lisa.....	Special Education
Beeler, Chas.....	Music-Band
Beerends, Jim* .....	Music-Band
Bieber, John.....	Science
Bloom, Clarissa.....	Health Services
Brau, Susie .....	Special Education
Briggs, Curtis .....	Foreign Language/Language Arts
Carter, Ashley .....	Social Studies
Cazett, Karla*.....	Business Education
Cleveland, Brian.....	Social Studies
Cue, Jeremy .....	Mathematics
Delvaux, Michelle.....	Science
Ergenbright, Ed.....	EBCE/Success
Fitzgerald, Shelly.....	Guidance
Florke, Kim.....	Physical Education
Forsyth, Christine.....	Instructional Coach
Garvis, Chad .....	Interventionist
Gilmore, Lori .....	Special Education
Grabe, Eric* .....	Science
Grier, Alison .....	Foreign Language
Haug, Chris* .....	Language Arts
Hemann, Hannah.....	Mathematics
Hemann, Tim*.....	Mathematics
Hogeland, Andrea.....	Language Arts
Hook, Jill .....	Family Science
Horn, James .....	Ag Science/Industrial Technology
Hornbaker, Nicki*.....	Art
Jacobsen, Loren.....	Business Education
Kammel, Rudy.....	Music-Vocal
Kalkhoff, David.....	Administration
Kies, Desia.....	Foreign Language
Kunkel, Allison.....	Family Science
Lewis, Alyssa .....	Mathematics
Lucas, Todd*.....	Industrial Technology
Morgan-Peters, Jodi.....	Science
Nelson, Ann*.....	LMC
Nolin, Cassia.....	Guidance
O'Roake, Cheryl*.....	Family Science
Patterson, Sarah.....	Language Arts
Peters, Bill.....	Administration
Powell, Katie .....	Language Arts
Prime, Wayne .....	Language Arts
Richardson, Jeff.....	Science
Riley, Pat .....	Mathematics
Rose, Deb.....	Mathematics
Routier, Carroly.....	Special Education
Rump, Ryan.....	Administration
Ruschill, Jamie.....	Art

Sherratt, Laura ..... At Risk  
 Smith, Brian ..... Physical Education  
 Stammeyer, Tina ..... Special Education  
 Swedenhjelm, Andy\* ..... Physical Education/Health  
 Tremel, Kelly ..... Special Education  
 Ward, Doree\* ..... Social Studies  
 Weeks, Steve ..... Social Studies  
 Whipple, Raymond\* ..... Special Education  
 Wolken, Courtney ..... Science

\*Denotes Building Leadership Team

**NEWTON COMMUNITY SCHOOLS  
 BOARD OF EDUCATION  
 2018-2019 OFFICERS**

President ..... Travis Padget  
 Vice-President ..... Ann Leonard  
 Secretary ..... Tim Bloom  
 Treasurer ..... Tim Bloom

**SCHOOL BOARD DIRECTORS  
 Term Expires**

Josh Cantu ..... 2019  
 Donna Cook ..... 2019  
 Robyn Friedman ..... 2021  
 Ann Leonard ..... 2019  
 Cody Muhs ..... 2021  
 Travis Padget ..... 2021  
 Graham Sullivan ..... 2021

BOARD MEETINGS: Second and Fourth Monday

**NEWTON COMMUNITY SCHOOLS ADMINISTRATORS**

ADMINISTRATIVE OFFICES ..... 641-792-5809  
 1302 First Avenue West

Superintendent of Schools ..... Bob Callaghan  
 Director of Business Affairs ..... Tim Bloom  
 Director of Special Programs/PK ..... Tina Ross  
 Director of Elementary Ed. Services/West Principal ..... Bret Miller  
 Director of Human Resources ..... Laura Selover

**SUPERVISORS**

Supervisor of Food Services ..... Cristy Croson  
 641-792-5122  
 Supervisor of Maintenance ..... Jack Suttek  
 641-792-1008  
 Supervisor of Technology .....  
 641-791-3647  
 Supervisor of Transportation ..... Curt Roorda  
 641-792-4493

**STUDENT COUNCIL EXECUTIVE BOARD  
 2018-2019**

**Student Council Officers:**

President: Rachel Rhoads  
 Vice President: Collin Hemann  
 Secretary/Treasurer: Isaac Friedman  
 Historian: Delaney Nasalroad  
 Executive Board: Mayayla Keelleher,  
 Lakin Jenkins, Laura Wyre

**Advisor:**  
 Kelly Tremel

***GREAT THINGS ABOUT  
 BEING A CARDINAL***

(Consensus of positive things selected by NHS students.)

1. Lots of help available.
  - Math, Science, and Writing Labs
  - Credit Achievement Tutoring Center
2. Red & Black Shack
3. Lots of choices for lunch.
4. Great school spirit!
  - Academic & Pep Assemblies
  - Super Fan Shirts
  - Homecoming Activities
5. Friendly, helpful, and caring staff.
6. Lots of variety for class choices.
7. Morning break
8. Red Pride Service Day
9. Lots of ways to get involved.
  - Clubs
  - Extra-Curricular Activities
10. Recognizing achievements in academics, athletics, and activities.
11. Ease of scheduling and checking grades – Infinite Campus.
12. A neat and clean environment. Great custodial staff.



## **I. ACADEMICS AND GRADE REPORTING**

### **ACADEMIC ACHIEVEMENT PINS**

Academic Achievement Pins are presented to all students who improve their semester GPA by .25. The purpose of this award is to encourage students, regardless of their previous semester's work, to improve their grades during the next semester. Multiple pins may be earned.

### **ACADEMIC LETTERS**

Academic letters are presented to those students in the regular education curriculum who maintain a Grade Point Average of 3.333 over a period of two consecutive semesters and carry a minimum of six (6) credits (five (5) for seniors). The purpose of this award is to recognize individual scholastic achievement, as well as encourage continued academic excellence. Once the initial letter is issued, a "Lamp of Learning" is awarded for each consecutive semester that a grade point average of 3.333 is earned. Awards will be presented near the beginning of each semester.

### **COMMENCEMENT HONORS**

Seniors in the regular education curriculum who have a cumulative GPA of 3.000-3.666 will graduate with "Honors", those with a GPA of 3.667-3.899 with "High Honors" and those with a GPA of 3.900-4.000 with "Highest Honors." Each honor student will wear a gold honor medal during commencement. Those with "High or Highest Honors" will wear an honor hood during the commencement exercises. Those with "Highest Honors" will be presented an honor cord during the ceremony. For the purposes of determining commencement honors, the third term final grades will be used in lieu of the second semester final grades to compute the cumulative GPA.

The student or students with the highest cumulative GPA will be class Valedictorian. If only one student is valedictorian, the student or students with the next highest cumulative GPA will be class Salutatorian. Valedictorian/Salutatorian honors will be determined based upon the cumulative GPA including second semester final grades.

### **EARLY GRADUATION**

If a student meets all the requirements in less than four (4) years, he or she may leave school no sooner than the end of six (6) semesters. An application to complete requirements in less than eight (8) semesters must be requested by the parent or legal guardian in writing and recommended by the administration and approved by The Board of Education (see Board Policy 605.5) at least one year in advance of date of graduation. Early graduates may participate in graduation exercises.

### **GRADUATION REQUIREMENTS**

52 credits (26 units) are required to graduate from Newton High School. 31 credits are required from specific curriculum areas:

Language Arts = 8	Social Studies = 6
Mathematics = 6	Physical Education = 4
Science = 6	Health = 1

The remaining 21 credits are electives and you may select courses from any curriculum area. Please refer to the [Academic Planning Handbook](#) for additional information. Newton Senior High School does not accept home school credits.

Graduation ceremonies are a privilege. In order to participate in Commencement Exercises, all credit requirements (52 credits) must be met and a senior exit interview completed.

Proper dress attire is mandatory to participate in Commencement. Unauthorized and/or inappropriate painting or graffiti to Newton

Senior High School buildings and grounds and/or destruction/vandalism of any nature will result in removal from the Graduation ceremony.

### **DIPLOMA REQUIREMENTS**

The Newton Community School District offers its graduates diplomas from either Newton Senior High School or from WEST Academy if they have met the respective school's requirements. To receive a Newton Senior High School diploma, students must meet the credit requirements listed, have earned at least five (5) credits from Newton Senior High School, and meet one of the following enrollment conditions:

1. Be enrolled in and attend classes at Newton High School carrying at least five (5) credits during the student's last semester prior to graduation.
2. Be enrolled in and attend classes at WEST Academy during the student's last semester prior to graduation and use no more than twenty-six (26) credits earned at WEST Academy to meet the Newton Senior High School graduation requirements.

To receive a WEST Academy Diploma (see Page 22), students must meet the credit requirements listed and have earned at least two (2) credits from WEST Academy during the student's last semester prior to graduation. DMACC classes taken while attending WEST Academy will count only as WEST Academy credits.

Exceptions to the diploma enrollment requirements may be considered in cases of extreme hardship, serious medical conditions, or significant unusual circumstances. These exceptions must be agreed upon by both the principal of Newton Senior High School and the director of WEST Academy. Should the principal and director not agree, the superintendent or designee shall render a decision.

Students will be eligible to participate in only the Commencement proceedings from the school which is issuing their diploma.

### **HONOR ROLL**

To earn honor roll distinction, students must maintain an A (3.667) or a B (3.0) average, while carrying a minimum of six (6) credits per semester for Grades 9-11 or five (5) credits per semester for Grade 12. Honor rolls are listed after each term and include all grades issued for that term. Students with incomplete or failing grades are not considered for the honor roll.

### **INCOMPLETE GRADES**

Incomplete grades will normally not be given except under extenuating circumstances. In those instances when an incomplete grade is given, students will generally have two weeks from the end of the grading period to make up work.

### **MINIMUM STUDENT LOAD**

Students in Grades 9-11 must enroll in courses each semester which carry a total of six (6) credits. Students in Grade 12 must enroll in courses each semester which carry a total of five (5) credits. Should a student fall below four (4) credits, action may be taken pursuant to Board Policy 503.6 (Suspension and Expulsion).

Students participating in alternative, at-risk programs, or taking college courses may be excused from the credit requirements with the approval of the high school principal. (Board Policy 605.4R.) Students who need a lessened load in order to be successful are encouraged to discuss their situation with the counselor.

## **NATIONAL HONOR SOCIETY**

The National Honor Society ranks as one of the oldest and most prestigious national organizations for high school students. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character. Student membership in the National Honor Society is based on achieving recognition in these four distinguishing traits.

Students recommended for National Honor Society by virtue of their scholarship (GPA cumulative average after five semesters 3.667) are requested to submit a summary of all activities, service projects, elected offices held, and volunteer work in which they have participated.

A reception is held to recognize new members and their parents and to present the National Honor Society pins. This reception is planned and conducted by seniors who were inducted into the National Honor Society when they were juniors.

## **PROGRESS REPORTS**

Mid-term progress reports will be issued to all students approximately four weeks into each term. Progress reports noting failure or sudden deterioration of performance may be issued at any time. It is the responsibility of students to take these reports home and discuss them with parents. Should you receive such a report, please take those steps necessary to improve your grade. The guidance office, your teacher, and the entire staff at the high school will provide you with whatever assistance you may need to help you improve your performance. It is your responsibility, however, to make the effort to improve in a class where a report was issued to you.

Other progress reports, parent conferences, emails, or telephone calls may be made at any time during the school year when conditions warrant. It is the practice of the school for the teacher to notify parent or guardian prior to issuing a failing grade. Parents/Guardians may have access to Infinite Campus to track their student's progress. See main office to gain access.

## **REPORT CARDS**

Newton Community School District has implemented online attendance and grading. This enables the parent and student to check progress and attendance at any time via the internet.

Report cards are issued to the students approximately one week after the last day of each term. Report cards are to be retained by the parents and need not be returned. Fourth term report cards will be ready for pick up in the main office of the high school.

## **SCHEDULE CHANGES**

Student schedules will be changed only when absolutely necessary. Specific guidelines may be found in the Academic Planning Handbook. PLEASE check those guidelines very carefully. Generally, the deadline for requesting first semester changes is the end of July and for second semester is before Christmas vacation.

## **FINAL GRADE**

The course final grade(s) determine credits earned enter into cumulative grade point average and is reflected on the student's permanent record. A two-term block course will issue final grades at the end of each term. A two-term half block course will issue final grades at the end of each semester. The final grade indicates performance over the entire course and is not necessarily an average of term and semester test grades. Teachers will describe grading procedures in their first-day handouts.

## **END OF SEMESTER ASSESSMENT SCHEDULE**

A special schedule will be used during the last two days of each semester to facilitate assessment activities. The LMC and cafeteria are open to students who want to study. All other areas in the building are closed during these two days. Attendance is required for all students with the exception of graduating seniors.

If a student is unexcused for the final, they may be docked up to 50% or given alternate test or receive a zero if not made up by the end of the testing schedule.

### **ATTENTION PARENTS/GUARDIANS:**

*As a way of participating in the education of their children, parents/guardians may review instructional materials used by their students. The instructional materials must be viewed on school district premises during regular school hours and will be made available by the building principal upon receipt of a written request identifying the materials to be reviewed.*

*If a parent/guardian objects to the use of assigned material by his/her child, that child may be given an alternate assignment which meets the course requirements and is acceptable to the parent/guardian. A written request for an alternate assignment must be submitted by the parent/guardian to their child's instructor or to the building principal.*

*Members of the school district community may object to the instructional materials utilized in the school district and request that such materials be limited in their use with students or removed from the curriculum. In order for the district to respond to such a request, the concerned person must return to their building principal or to the Office of the Superintendent a completed Reconsideration Request Form.*

## **PSEO (Post Secondary Enrollment Options)**

PSEO courses shall be part of a student's cumulative GPA and will be reported in the term that it is completed. A student shall pay a \$250.00 fee if either of the following events occurs: 1) Student fails the course; 2) Student drops the course after the deadline.

## **DMACC AND DMACC CAREER ACADEMY**

DMACC and DMACC Career Academy classes shall be part of the student's overall GPA and shall be reported in the term that it is completed.

## **II. ACTIVITIES AND ATHLETICS**

### **PHILOSOPHY AND OBJECTIVES OF EXTRACURRICULAR ACTIVITIES**

We believe that extracurricular activities provide positive emotional release and help develop positive self-concepts. They are an integral part of the school program at NHS. The school provides activities which will help you, the student, become the total person. These activities:

1. Encourage the development of values and non academic skills which will extend into adult life.
2. Vary sufficiently to provide for individual talents and interests.
3. Foster strong school spirit tempered by good sportsmanship.
4. Benefit you, the student, physically, socially, and emotionally in both the present and the future.

## CONFERENCE AFFILIATIONS

Newton Senior High School is a member of the 8-school Little Hawkeye Conference (LHC).

### Little Hawkeye Conference

Dallas Center-Grimes	Norwalk
Grinnell	Oskaloosa
Indianola	Pella
Newton	Pella Christian

The LHC provides athletic schedules, festivals in Art, and academic competitions for its member schools.

Newton is classified as a 4A school category for the state of Iowa and is affiliated with the Iowa Girls' High School Athletic Union and the Iowa High School Athletic Association.

## STUDENT ACTIVITIES OFFERED AT NHS

<u>Activities</u>	<u>Sponsor(s)</u>
Academic Team .....	TBA
Art Club .....	TBA
Band .....	Jim Beerends
Distributive Ed. Clubs of America (DECA) .....	Karla Cazett
Drama .....	Melinda Worthington
Drill Team (Pacesetters)* .....	Kayla Juni
FFA .....	James Horn
Home Ec Related Occupations (HERO) .....	Cheryl O'Roake
International Club .....	Desia Kies
Jazz Band .....	Jim Beerends
Show Choir* .....	Rudy Kammel
Key Club .....	Steve Weeks
Newspaper ( <u>Cardinal Chronicle</u> ) .....	Niki Aldrich
Speech Activities* .....	Niki Aldrich
Student Council .....	Kelly Tremel
Travel Club .....	Brian Cleveland
Vocal Music .....	Rudy Kammel
Yearbook ( <u>Newtonia</u> ) .....	Niki Aldrich

**\*Fees may be associated with these activities**

<u>Athletics</u>	<u>Coaches</u>
Baseball .....	Dustin Brisel
Basketball (Boys) .....	Bill Liley
Basketball (Girls) .....	Jason Carter
Bowling (Boys & Girls) .....	Christie Hughes
Cheerleading .....	Heather Ross
Cross-Country (Boys) .....	Steve Weeks
Cross-Country (Girls) .....	Rachelle Tipton
Football .....	Ed Ergenbright
Golf (Boys) .....	Pat Riley
Golf (Girls) .....	Scott Enyart
Soccer (Boys) .....	Zach Jensen
Soccer (Girls) .....	Abby Lamont
Softball .....	Casey Price
Swimming (Boys) .....	Sarah Patterson
Swimming (Girls) .....	Sarah Patterson
Tennis (Boys) .....	John Bieber
Tennis (Girls) .....	Erick Zeher
Track (Boys) .....	TBA
Track (Girls) .....	Rachel Tipton/Rachel Tomas
Volleyball .....	Ashley Carter
Wrestling .....	Andy Swedenhjelm

## STUDENT ACTIVITY TICKETS

Student Activity Tickets are \$45 per school year and will admit you to approximately 100 activities. Your SAT allows admission without additional charge to most school activities and athletic contests at NHS. Activity Tickets are not honored at state-sponsored athletic events, e.g., football play-off games, basketball tournament games, or any state-sponsored tournament.

## STUDENT COUNCIL

The Student Council at Newton Senior High School has two basic purposes:

1. To improve school life through better communications and evaluation of student, faculty, and administrative concerns. Questions, comments, and suggestions regarding school policy are brought before the council for action.
2. To enrich school life through the coordination of school events and activities. The council evaluates plans and ideas for events such as homecoming and pulls the school's resources together for the best possible results. It also helps to coordinate special dances, assemblies, and other student activities.

The Newton Senior High School Student Council shall have an open membership to all Newton Senior High School students. Any student interested in being a part of the Student Council may become a member. Election for council membership is not held. Elections for class representatives are held in the spring of the preceding year.

The Student Council meets on announced mornings before school and during reading time at the end of the day throughout the year. It is an important, rewarding high school experience. Come, get involved, and enjoy working for a better high school.

## PHYSICAL EXAMINATIONS

All athletes, cheerleaders, and drill team members are required to have a valid physical examination form on file before starting practice. You cannot start practicing without a completed form, which has been signed in all appropriate places. Examination forms are available in the main office at the high school, in the offices of local doctors, and <https://newton-ar.schooltoday.com/>. Physicals are valid for one calendar year. Return your completed form to your coach prior to the first day of practice or turn it in at the office to the activities coordinator or the activities secretary.

## INJURY REPORTS

If you are injured while participating in activities, get an injury report from the nurse's office or the Activities office. Fill out the report, have your coach or sponsor sign it, and return it to the nurse's office.

## LOCKER ROOM PROCEDURES

Lockers and padlocks will be issued to athletes by the Physical Education Department. Locks are to be returned to the department at the end of the school year. Additionally, those athletes out for football, track, and soccer will be assigned a locker at the stadium. **ALWAYS LOCK YOUR LOCKER!**

### Athletic Equipment

In most sports, practice and/or game equipment will be issued to athletes. Athletes are responsible for said equipment. **All equipment is to be returned immediately upon conclusion of the individual athlete's season for each sport.**

Athletes must pay for any equipment that is lost or destroyed through negligence. (It is negligence on your part if equipment is stolen.) Cost of equipment will be determined by the activities



coordinator and will be based upon replacement cost of equipment. Payment is due at the end of the season.

School-owned equipment is to be worn only at scheduled practices, games, or meets. Athletes found wearing school-owned equipment in public -- other than practices, games, or meets -- will be subject to disciplinary action.

Athletes will be ineligible if they have not returned school-owned equipment or made proper reimbursement for lost equipment from a previous sport season. You must settle your account before participating in another activity.

## **GENERAL RULES AND GUIDELINES**

### **Academics**

All students involved in extracurricular activities are expected to work to the best of their abilities in all classes. Extracurricular activities are an integral part of your high school education. However, students must realize there would be no such activities if there was no school. Therefore, academics must be the priority for all students at NHS. Please refer to Guidance on Scholarship Rule 36.15(2).

### **Missing Classes for School-Sponsored Activities**

It is a student's responsibility to check with instructors before missing a class or classes due to activities (examples: golf, track, music trips, etc.). A student is not considered absent under the school policy when missing a class or classes due to an activity. Therefore, all students are expected to get class work done on schedule -- and should not expect additional time to complete work. The school will attempt to minimize the number of occasions students are required to miss classes for activity participation. We expect students to minimize the times classes are missed for other appointments. Class comes first.

### **Attendance**

Students involved in extracurricular activities are expected to maintain excellent attendance records in school. It is not reasonable to expect those involved in activities to be excused to "go out and eat lunch" on game day, to go home and sleep for two periods to get ready for the play or game, or "sleeping in" following a late trip. Those who abuse the school's attendance expectations could be subject to disciplinary action.

Athletes and others in activities will be allowed to practice or participate in contests on any given day only if they are in school for the last half or more of their scheduled classes. Exceptions must be arranged with the activities coordinator in advance of the absence. A funeral would be an example of a valid exception.

If you are administratively suspended from school, you are not allowed to compete in or attend extracurricular activities during the suspension.

### **Private Transportation**

Transportation to and from Off-Campus Activities: if not provided by the District, it is the responsibility of the parent/guardian to provide or arrange for transportation of their student(s) to and from off-campus activities; ex. practices, stadium, golf course, and learning experiences in the Newton area.

### **Conduct on Trips**

Athletes and other activity groups representing NHS are considered as "goodwill ambassadors" for the Newton Schools. Your conduct should always reflect this. You are expected to

conduct yourselves as ladies and gentlemen at all times, whether in competition or in the community.

### **Dress for Trips**

Students representing NHS should be neatly dressed on all trips and when representing the school at home activities.

### **Bus Behavior**

Your coach or sponsor will go over bus rules with you, and you are expected to abide by them. Buses are clean when you board them. They should be just as clean after the trip is concluded.

### **Returning from Out-of-Town Contests**

Athletes and others representing NHS in activities are expected to return from all out-of-town trips with their squads or groups. Exceptions must be arranged with the activities coordinator at least 24 hours in advance of the trip and a parent must be providing the transportation. Students must present a signed note from their parents to the Athletic Director if they ride with their parents. Students may not ride with other students.

## **SUNDAY AND WEDNESDAY ACTIVITIES**

There will not be meetings or practices on Sundays with the following exceptions: If a state contest occurs on Monday, Tuesday, or Wednesday, there can be a meeting or practice on the Sunday before, with approval from the NCSD Superintendent. Such meetings or practices will not start before 2:00PM and will conclude no later than 5:00PM. In these cases, if you are unable to attend, you will suffer no consequence due to the absence. There may be a few events scheduled for Sunday afternoons.

Wednesday practices and meetings will end no later than 6:00PM for freshman squads and 7:00PM for sophomore and varsity squads. You should inform the coach/sponsor if you have a family obligation which requires you leaving prior to these times.

As much as possible, athletic events will not occur on Wednesdays. However, there may be occasional makeup and state events scheduled on Wednesdays. There are events scheduled on Wednesday nights during the months of June and July.

Informal meetings and open gyms may occur on Wednesdays or Sundays. These activities are optional. If a student is unable to attend, the student will not incur any consequences due to absence.

## **MEMBERSHIP**

Some clubs or groups consider social initiations of new members important. In order to insure a safe and positive experience, the guidelines must be followed for any such activities:

1. The sponsor must be present.
2. The activity must be completed by 10:00PM and/or not commence before 6:00PM
3. The activity must be approved by the activity coordinator.
4. The activity cannot be demeaning to any individual or group of students.

Individuals who participate in non-approved activities which do not meet the guidelines set forth are subject to disciplinary action, which could include being dropped from the activity.

## **PROCESS WHEN SCHEDULING CONFLICTS OCCUR**

Every effort is made to avoid scheduling activities that create conflicts for you. However, there are times in which you may have more than one event occurring at the same time. We will use the following guidelines to help you deal with these conflicts:



1. A state event takes precedence over any other type of activity.
2. A conference event takes precedence over anything but a state event.
3. A school-performing event takes precedence over a practice.
4. In any other situation, the activities coordinator, involved coaches/sponsors, and/or your parents will work out the conflicts for you.

### **SENIOR ATHLETIC AWARDS**

A Senior Athletic Breakfast is held yearly in the middle of May. Several types of awards are given at this breakfast:

The Athlete-Academic Award – Any senior who earned at least one varsity letter and has a 3.5 or better cumulative GPA through the third term of the senior year will receive the award.

Athletic Participation Award – Any senior who has earned a total of five or more varsity letters in more than one sport in their career will receive this award.

Senior Distinguished Athlete Award – This award is intended to honor those individuals who have made outstanding contributions to NHS over a period of years in the area of interscholastic athletics. This premiere award is reserved for truly outstanding individuals who have made personal sacrifices in order to promote, develop, and positively influence interscholastic athletics for all participants.

Senior Scholar Athlete Award – This award is intended to honor those individuals who have excelled in the classroom as well as in athletics.

Cardinal Spirit Award - This award is intended to honor those individuals who exemplify the Cardinal Spirit.

Other special awards will be given as determined by the coaching staff and activity coordinator.

### **ELIGIBILITY REQUIREMENTS**

As a representative of Newton High School in athletics and activities, you must make some very important decisions concerning your behavior and the importance of academics. If you become ineligible under the school board policy Academic Eligibility (503.6R) or the Good Conduct Rule (503.7, 503.7R), you are hurting not only yourself, but members of your squad, group, or organization. As a participant in extracurricular activities and the public appearing events of co-curricular activities, you are a role model in our community. Your behavior and conduct must exemplify this. Extracurricular activities and public appearing events of co-curricular activities are a privilege, not a right. Therefore, as a representative of the school, you are expected to adhere to all school policies and training rules as they relate to academics, conduct, tobacco, alcohol, and drugs. You are also expected to adhere to all state and city laws as a representative of NHS.

Read the associated board policies thoroughly. If you have any questions regarding the policy and the expectations contained therein, see your coach, sponsor, activity coordinator, or any administrator for clarification. Once you understand the contents and expectations for activity participation complete the activity participation form. This form must be turned in the first week of school.

You are ineligible to participate in any extracurricular activity or public appearing co-curricular activity if the participation form has not been turned in.

Students must be enrolled in Newton High School to participate in Newton High School extracurricular programs. Students attending Basic & Beyond Alternative School are ineligible to compete in extracurricular programs.

### **Board Policy 503.6R**

### **Academic Eligibility for Interscholastic Competition and Other Extracurricular Activities**

An extracurricular activity is a school sponsored activity for which no credit is received. A co-curricular activity is one which occurs beyond the school day but is an extension of a credited course. Students who participate in activities which have extracurricular public appearing events are affected by this policy. Students may be declared ineligible for all extracurricular public appearing events when the academic requirements of this policy are not met. Students will remain eligible to participate in co-curricular public appearing events.

### **ACADEMIC ELIGIBILITY**

To be eligible for all extracurricular public appearing events, students in grades seven (7) through twelve (12) must be passing in all credited subjects at the end of each marking period.

### **PERIODS OF INELIGIBILITY**

There will be an ineligibility period for students in grades seven (7) through twelve (12) who fail one or more credited subjects at the end of each marking period. During the period of ineligibility, students may not participate in interscholastic contests, conferences and field trips outside of the school day, or any extracurricular public appearing events. Whenever possible, the final course grades will be used to determine eligibility. If no final grade is issued, the respective marking period grade will be used.

### **Students in Grades 9 through 12**

- a. Each contestant shall be passing all coursework for which credit is given and shall be making adequate progress toward graduation requirements and any interim periods of ineligibility are determined by local policy. For purposes of the sub rule, "grading period" shall mean the period of time at the end of which a student in grades nine (9) through twelve (12) receives a final grade and course credit is awarded for passing grades.
- b. If, at the end of any grading period, a contestant is given a failing grade in any course for which credit is awarded, the contestant is ineligible to dress for and compete in the next occurring interscholastic athletic contests and competitions in which the contestant is a contestant for thirty (30) consecutive calendar days.

### **Students in Grades 7 and 8**

At the end of each grading term students in grades seven (7) and eight (8) will be declared ineligible starting the sixth school day following the last day of the term and will remain ineligible for a minimum of one (1) calendar week. At any time after one calendar week, academically ineligible students may regain their eligibility by verification from instructors in all classes in which they are enrolled that they are earning a passing grade in each class. The verification is to be taken to the appropriate building administrator who will inform the student, the student's parents or guardians, and the appropriate activity sponsors and coaches of the student's immediate reinstatement to an academically eligible status.

Upon promotion from 8th grade, students will be immediately eligible for 9th grade activities.

### **STATE ELIGIBILITY REQUIREMENTS**

Additionally, to be eligible for interscholastic athletic competition and state sponsored music and speech events, students in grades nine (9) through twelve (12) must meet the following state requirements:

- a. have passed a minimum of four (4) credits for the semester. Failure to meet this requirement results in ineligibility for the next semester. The only exception to this is that students are immediately eligible upon first entry into grade nine (9).
- b. have entered grade nine (9) for the first time, must not have had a twentieth birthday and must have participated for less than eight (8) semesters and/or four (4) years since first entry into grade nine (9).
- c. must not have reached their sixteenth birthday while still enrolled in grades seven (7) or eight (8) and must have entered seventh grade.
- d. be enrolled each semester in at least four (4) credits and must not drop below this number of credits.
- e. meet all eligibility requirements of the Iowa High School Athletic Association, Iowa Girls' High School Athletic Union and the Iowa Department of Education.

**Board Policy 503.3**  
**Interscholastic Athletic Program**

...Students in grade nine through twelve participating in a school sport may not participate in that sport as an individual or as a member of a team outside of school during the same season without written permission from the high school activities director. Students competing on non-school teams will not be given special treatment or privileges on a regular basis, to enable them to participate in non-school athletic activities (i.e., such as reduced practice times, special workouts, late arrivals, or early dismissals). Failure to receive approval or to meet the conditions of the approval may result in the affected student being ineligible. (Get approval sheets to be signed from the activities director.)

**Board Policy 503.7**  
**Good Conduct Rule**

Extracurricular activities and the public appearing events of co-curricular activities in the Newton Community School District are an integral part of the total education of students and are a privilege, not a right. Good conduct is an expectation of all students, but especially of those who represent the Newton Community Schools in public appearing events and activities.

Students who participate in extracurricular activities and the public appearing events of co-curricular activities serve as ambassadors of the school district whether at or away from school. Students who wish to have the privilege of participating in school extracurricular activities and the public appearing events of co-curricular activities must conduct themselves in accordance with board policies pertaining to student conduct.

Therefore all students in grades seven (7) through twelve (12) whose actions, habits or conduct at any time (whether or not school is in session) would degrade or be detrimental to the ideals, principles or standards of the school and activities program shall, after careful consideration, be subject to being suspended from public appearing events by the building principal or the appropriate building level activity coordinator. Such actions, habits, or conduct shall include but not be limited to those described in the Good Conduct Rule Regulations (503.7R).

Students disciplined under the Good Conduct Rule shall receive appropriate due process in concert with the nature of the misconduct. It shall be the responsibility of the administration to maintain a record of violations of the Good Conduct Rule and supporting administrative regulations.

**Board Policy No. 503.7R**  
**Good Conduct Rule Regulations**

The Good Conduct Rule Regulations set forth the expressly prohibited conduct for students participating in the activities programs and the specific consequences for committing the prohibited conduct. Coaches and sponsors may have other conduct expectations not covered by these regulations and may impose consequences (inappropriate behaviors, trancies) not covered by these regulations and may impose consequences for students not meeting these expectations.

The appropriate building level activity coordinator, in conjunction with the building principal, shall affect the enforcement of this policy. To the extent possible, the periods of ineligibility shall be the same for equivalent violations and shall be enforced immediately following the conclusion of an investigation by the appropriate administrator. The periods of ineligibility will be applied within each of the following defined activity categories:

- a. Athletics and Cheerleading
- b. Fine Arts
- c. Clubs

At the beginning of each school year students shall receive a written copy and explanation of the Good Conduct Rule and Regulations. Students who wish to participate in activities and the public appearing events of co-curricular activities must return a form signed by them and their parents or guardians stating that they each have read and understood the Good Conduct Rule and Regulations. All coaches and sponsors of extracurricular activities and co-curricular activities which have public appearing events shall, at the beginning of their seasons, inform the students of the expectations of the Good Conduct Rule, their additional expectations, and the penalties for violating the rules. Students shall receive a written copy of the Good Conduct Rule and the additional expectations of their coaches and sponsors.

**Prohibited Conduct**

Students who participate in any extracurricular or co-curricular activity which has public appearing events will be subject to suspension from those activities if they violate the Good Conduct Rule at any time whether or not school is in session. Areas of violations which have pre-determined consequences include the following:

- I. Violations of Law
  - a. Committing an offense punishable by law as defined in federal and state statutes and municipal ordinances except for simple misdemeanor traffic violations.
- II. Tobacco Products
  - a. Acquiring, using, or possessing a tobacco product, electronic cigarettes, look-a-like cigarettes, or vape pens.
- III. Alcoholic Beverages
  - a. Acquiring, consuming or possessing (alone or with others) an alcohol product.
  - b. Attending functions (without their own parent or guardian supervision) where alcohol is present and being used, and not immediately leaving such functions.
- IV. Illegal Drugs
  - a. Acquiring, possessing, using, or selling (alone or with others) illegal substances or drug paraphernalia identified as being illegal by federal, state or local laws.
  - b. Attending functions where illegal drugs are present and being used, and not immediately leaving such functions.
- V. Steroids
  - a. Acquiring, possessing, using, or selling steroids.

Actions, habits or conduct deemed to be degrading or detrimental to the ideals, principles or standards of the school and activities program but not covered above, will result in consequences as determined by the building level administrator.

A suspension from participation in activities will result when following an investigation by the school administration, a preponderance of the evidence demonstrates that the Good Conduct Rule was violated. This suspension may result whether or not the student admits guilt, is charged with a violation, or is prosecuted in a court of law.

## Social Media

In light of each student's role as a representative of the school both on and off campus, evidence obtained through the student's use of technology may result in a violation of the Good Conduct Rule. Such violations may include, but are not limited to: the inappropriate use of computers, cell phones, texting, e-mails, social networking sites (Facebook, Instagram, Snapchat, Twitter, etc.) to transmit, post or otherwise communicate speech that the school deems as harassing, threatening, lewd or obscene; and/or, the transmission, posting, or other communication of photographs or other images or information that provides a basis that the student has violated some other portion of the Good Conduct Rule, to include, but not limited to, the student's use of alcohol or tobacco. These actions ARE NOT representative of the educational values of citizenship, character, and integrity espoused by our school.

## Consequences of Prohibited Conduct

A student who violates the Good Conduct Rule will be declared ineligible and suspended immediately from public appearing events in each of the defined activity categories. The length of the suspension shall be the stated number of events. Multiple events in the same activity, but occurring on the same date, shall be considered one event. Events must be at the student's personal highest level of participation. During the period of suspension the student may not participate at other levels of the specific activity nor act in any official capacity in a public appearing event.

A student will be suspended within each defined activity category. The suspension will be considered served only if the student remains an active participant for the entire season of the activity. During the period of suspension, the student will be expected to practice or rehearse, attend home and away public appearing events, and perform such reasonable alternative activities as directed by the respective coach or sponsor. Sponsors of co-curricular activities shall not academically penalize a student who is suspended so long as the student completes the required alternative activities in a satisfactory manner.

- I. First offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
  - a. Suspended from 30 percent of the events within each defined activity category (a maximum of 12 events, or twelve (12) full months from the first day of ineligibility, whichever comes first. The suspension shall be completed and eligibility will be reinstated within each category, independent from the other categories.
- II. Second offense within one year of the date of the first offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
  - a. Suspended from 60 percent of the events within each defined activity category. The suspension shall be prorated to the next activity within each category if fewer than 60 percent of the total number of public appearing events remain in a given act.
- III. Third and Subsequent Offense within two years of the date of the first offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
  - a. Suspended for twelve (12) full months beginning on the first day of ineligibility.
- IV. Fourth and Subsequent Offense: Violations of Law, Tobacco Products, Electronic Cigarettes, Look-a-Like Cigarettes, Vape Pens, Alcoholic Beverages, Illegal Drugs
  - a. Students will be assessed 365 days for any subsequent good conduct policy infraction beyond their third offense.

## V. Steroids

- a. First offense is twelve (12) full months suspension from all athletic, cheerleading, fine arts, and club events beginning on the first day of ineligibility. Second steroids offense will be eighteen (18) full months

## Felony Code of Conduct-Add to Pg. 9

Felonies (Including Felonies Relating to Drugs or Alcohol but not limited to): A student who is arrested for, or charged with a felony or charged with an act that would constitute a felony if committed by an adult, shall be automatically suspended from interscholastic IHSAA/IGHSAU activities. Students will not be permitted to participate in preseason activities. The student shall remain suspended until: (1) The charges are completely dismissed; (2) The charges are reduced to a misdemeanor in which case the student may be subject to penalties outlined for misdemeanors or alcohol/drugs; (3) The student is found not guilty; or (4) The student successfully completes the consequences assigned by the judge or agreed to by the student, including probation or diversion, the student may be permitted to participate in extracurricular activities. Evidence that the probation period has expired, fines have been paid and/or community service has been completed is required. If a student has been arrested or charged with an offense, but the matter has been expunged, sealed, removed from a student's record, or the behavior has not been prosecuted (nolle prosequi), that student should present or obtain documentation as required by the school to determine the circumstances of the matter. These circumstances may or may not be sufficient to lift the student's consequences.

A student may be subject to an exclusionary NCSD Board hearing where the board may assign a student to alternative educational setting.

"Participants who are charged with or who are convicted of a felony will be suspended from activities indefinitely, unless the administration reinstates the student's eligibility with proper documentation."

## Requesting Assistance for Suspected Substance Abuse

If a student, in good faith, suspects that he or she needs assistance in dealing with a personal substance abuse problem before it is known to the school, he or she may request assistance from the school administration, a guidance counselor, the student assistance team, or a coach or sponsor of an activity without fear of penalty under the Good Conduct Rule. The student must, at his or her own expense, enter and follow a prescribed program of assessment, evaluation or treatment provided by a non-school agency, and must make the activity coordinator aware of his or her participation in such a program by providing a written confirmation from the agency providing the program. Subsequent violations of the Good Conduct Rule by the student may or may not result in suspension based upon the decision of the activity coordinator and the agency or person in charge of the student's assistance program.

## Transfer Students

36.15(3) GENERAL TRANSFER RULE: A student who transfers from a school in another state or country or from one member or associate member school to another member or associate member school, shall be ineligible to compete in interscholastic athletics for a period of 90 consecutive school days, as defined in 281-Subrule 12.1(256). Any student declared ineligible under his or her prior school district's Good Conduct Rule must complete the prior school district's period of suspension or the Newton Community School District's period of suspension, whichever is longer, before becoming eligible for extracurricular activities or public appearing events of co-curricular activities. The period of

suspension shall not exceed one year from the first day of ineligibility, except for third and subsequent offenses for illegal drugs or steroids.

#### Appeal Procedure

Any student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the high school principal in writing within three (3) business days of being declared ineligible. The high school principal will hear the appeal and deliver a written decision within five (5) business days of the receipt of the appeal.

If the student is still dissatisfied, he or she may appeal to the superintendent by filing a written appeal with the superintendent within five (5) business days of the receipt of the principal's decision.

The superintendent will hear the appeal within ten (10) business days of the receipt of the appeal. The review by the superintendent will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the Board of Directors are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of Board Policy. The superintendent shall deliver a written decision within ten (10) business days of the date of the hearing. The student remains ineligible until such time as the suspension might be overturned.

If the Superintendent or Board of Directors reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

#### Code of Conduct Rules for Events

In this educational institution these behaviors are NOT acceptable:

- Disrespectful conduct, including profanity, obscene gestures or comments, offensive remarks of a sexual nature, or other actions that demean individuals or the event. PENALTY - EJECTION
- Throwing articles onto the contest area. PENALTY - EJECTION
- Entering the contest area in protest or celebration. PENALTY - EJECTION
- Physical confrontation involving contest officials, coaches/directors, contestants, or spectators. PENALTY - EJECTION
- Spectator interference with the event. PENALTY - EJECTION
- Jumping up and down on the bleachers. PENALTY - WARNING/EJECTION
- Use of artificial noisemakers, signs, or banners. PENALTY - WARNING/EJECTION
- Chants or cheers directed at opponents. PENALTY - WARNING/EJECTION

A student may be removed from all NHS events for the rest of the season or year if their behavior is unacceptable. Attendance at NHS events is a privilege and students will display good sportsmanship at all times.

### III. ATTENDANCE POLICIES AND PROCEDURES (Reference Board Policies 500-501)

#### **PHILOSOPHY**

Students will be expected to attend classes regularly and to be on time in order to receive maximum benefit from the instructional program, to develop habits of punctuality, self-discipline and responsibility, and to assist in keeping disruption of the educational environment to a minimum. While it is possible for an

absent student to make up much of the school work missed, it is impossible to completely compensate for absence from classes. Thus, as a result, even an excused absence may be counted by the classroom teacher into the computation of the student's final grade and may affect the grade accordingly.

#### **DEFINITIONS**

**Compulsory attendance:** Students under the age of 16 by September 15 of the current school year are required by state law to attend school for the entire school year.

**Absence:** A student who is not present at school when school attendance is required, or who misses more than 10 minutes of a class period, shall be considered absent.

**Tardy:** A student who arrives late to school or class without a reason approved by the school shall be considered tardy.

Teachers may assign detention for each tardy. Continued excessive tardies may result in further disciplinary action.

**Excused absence:** An absence from class or school for a reason which the school considers appropriate and for which the parent or guardian has given approval shall be considered an excused absence.

The following reasons are considered appropriate for excused absences:

1. Illness.
2. Medical or dental appointments that cannot be scheduled outside of the school day. (Such appointments should generally not cause a student to miss an entire school day.) We suggest such appointments should be scheduled during study halls or alternating class periods.
3. Death or serious illness in the family.
4. Court or judicial appearances scheduled beyond the control of the student.
5. Other verified emergencies.

Steps to follow if you know in advance you are going to be absent a complete school day or more:

1. If possible, pick up your assignments in advance so you will not be behind when you return.
2. Have a parent or guardian call the attendance office in advance of the absence or on the day of the absence.

Steps to follow if your all day absence has not been excused prior to your return:

1. Bring a note from your parent or guardian, stating the reason for your absence, to the attendance window within forty-eight (48) hours and/or immediately upon arrival at school the first day after your absence.
2. Be sure to ask your teachers for whatever assignments you have missed.

If your parent or guardian has called on the day of your absence, no note is needed.

**Privileged absence:** A privileged absence is an absence for which the school asks the parent or guardian to give special consideration to the student's current academic performance. At least three things should be considered: the necessity of the absence, the timing of the absence, and the performance of the student in any class to be missed. If the absence can be planned in advance and will last more than two days, the student should gather a progress report in each of his classes showing the current grade and the anticipated effect of the absence upon future performance. The parent must sign the progress report and return it to the school prior to the absence. If the student's current progress in class is unsatisfactory, or if the absence would jeopardize success in the class, the school may disallow that absence. Privileged absences will be counted in determining excess absences under Section VI.

Request for privileged absences could be requested in the following situations:

1. Family emergencies such as caring for an ill sibling or working at home.
2. Family vacations with an educational value which are arranged in advance. (Whenever possible, family vacations should be planned to coincide with days during which school is not in session.)
3. College visits arranged in advance by juniors or seniors who are seriously considering enrolling in that college.
4. Other reasons which can be justified from an educational standpoint and which are arranged in advance.

**Unexcused absence or truancy:** An unexcused absence occurs when a student does not attend school or an assigned class or study hall for any reason not considered as excused or for which prior arrangements have not been made even though the parent may consent to the absence.

Absences for the following reasons will be considered **unexcused:**

1. Intentional skipping of class, study hall, or school
2. Working for an employer
3. Oversleeping
4. Transportation problems
5. Pleasure trips such as shopping
6. Appointments such as haircuts, tanning, or obtaining a driver's license which could be made outside of class time
7. Staying at home to do school work
8. Leaving the school building or campus without prior administrative approval
9. Remaining on school grounds after being excused from class
10. Out-of-school suspension
11. Absences for which the parent gives no reason
12. Senior Skip Day

**School Activities and in-school suspensions** shall not be considered absences in the context of this policy even though the student is not present in class or school. Work missed for school activities or in-school suspension must be made up if credit is to be given.

Only when a student of majority age (18 or older, or married) is not residing with the student's parent or guardian, may the student present his or her own reason for absence without parental verification. The principal should be notified in advance of any such circumstances.

Each absence shall be considered as excused or unexcused.

In the event the principal determines that it is advisable to verify a reason given for an absence, the principal may take appropriate steps to do so. If it is determined that the reason given misrepresents the facts, the principal may declare that absence unexcused.

The following consequences may result because of unexcused absences:

1. First unexcused absence in a semester - detention equivalent to the time missed, parent contact.
2. Second unexcused absence in a semester - detention equivalent to the time missed, parent contact.
3. Third and further unexcused absences in a semester – Saturday detention, parent contact, or out-of-school suspension.
4. Third unexcused absence from a specific class - May be withdrawn from the class with a loss of credit and reassigned to a study hall.

## **STUDY HALL**

The school administration will not honor requests to be excused from study hall if such requests are interpreted as a violation of the open campus policy which is extended only to seniors. Underclassmen will not be excused on a daily basis and will only be excused for appointments which cannot be arranged outside of regular school hours.

## **CREDIT FOR WORK MISSED DUE TO ABSENCES**

When a student anticipates an absence, every effort should be made to obtain assignments in advance.

Students will receive full credit opportunity for schoolwork missed because of absences or any suspensions unless designated otherwise by administration. The work must be made up within the number of school days which are double those of the excused absences up to a total of six make-up days.

For absences longer than three consecutive days, additional time may be given at the discretion of the teacher/administrator. Credit for work not completed within the designated time limit shall be at the discretion of the teacher/administrator.

Being absent from school in itself will not be cause for reduction of a student's grade. If a student fails to make up the work missed, he/she will fail that portion of the work not completed and this will be averaged with other grades.

A student, who is absent on the day(s) prior to the day of a previously announced test or assignment due date, will be expected to take that test or have the assignment completed upon his/her return to school.

## **MAKE-UP WORK**

In cases of short-term illnesses, students will be responsible for getting their own assignments. In cases of EXTENDED illness, assignments may be requested by calling the main office before 9:30AM.

## **CONSEQUENCES FOR ATTENDANCE POLICY VIOLATIONS**

Whenever possible, discipline imposed because of absence problems shall not create further class absences. The following disciplinary measures may be used by school authorities as consequences for attendance policy violations:

1. Warning
2. Parent contact
3. After school , before school detention or lunch detention
4. Loss of school privileges
5. Forfeiture of the opportunity to earn credit in the class and/or assignment to a study hall

## **LEAVING THE BUILDING**

In order to leave the building for an appointment, you must secure written permission from the nurse, an administrator, or the attendance office before leaving. You may bring a note from your parent or have your parent call the office, preferably by 9:30AM on the day of the appointment. If you don't have a note, don't assume that a parent called to excuse you. Please check with the office before leaving.

If you leave without following the above procedures, you will be considered unexcused for those classes missed.

If you have been excused from a class or classes, you must leave the school grounds during the period of time excused or the absence will be considered unexcused.

Seniors with open campus privilege must have advance written permission to miss a class or the absence will be considered unexcused.

## UNEXCUSED ABSENCES

When a student accumulates his or her first or second unexcused absence from class or study hall, the parent shall be contacted and the student will be subject to disciplinary action deemed appropriate.

When a student accumulates his or her third unexcused absence from class, the parent shall be contacted and the student may forfeit the opportunity to earn credit in the class. The student may choose to continue to participate in the class for no credit or will be assigned to a study hall.

Students who fall below four (4) credits may be recommended for suspension or expulsion as stipulated in School Board Policy 605.4R.

## EXCESSIVE ABSENCES

When a student has accumulated 7 absences in a block class and 14 absences in a half block class, the administration will notify the guardian and student in writing that the student's status has been changed to **"NO CREDIT"**. If error or extenuating circumstances exist, parents must begin the appeal procedure. The counselor at this time may again contact the student and discuss the impact of this credit loss on future plans.

### APPEAL PROCEDURE

1. Notifying the assistant principal is the first step in the appeal process. Notification must be done in writing within six school days of the **"NO CREDIT"** status notification.
2. It is the responsibility of the student/guardian to provide substantial documentation that:
  - (A) Clears up unverified absences, unexcused absences or truancies
  - (B) Illustrates extenuating circumstances that led to excessive absences.
  - (C) Defines health or legal issues preventing the student from attending school.
3. This information will be turned in to the assistant principal in the main office of the high school

The following two steps are established to guide students and guardians through the appeal process.

1. An attendance/appeals committee will review the records and the circumstances and determine whether or not the student will receive credit. If the committee determines credit can be given, the committee will determine the conditions that must be met for credit to be gained.
2. The student will receive an **"I"** Incomplete on their grade card until the condition determined by the committee are met.
3. If a student does not meet the conditions set forth by the committee by the determined date, they will receive **"NO CREDIT"** for the course.
4. The decision of the attendance/appeals committee may be appealed to the high school principal. This appeal must be submitted, in writing, within six (6) school days after receiving the decision from the attendance/appeals committee.

**The attendance/appeals committee will be made-up of the assistant principal, counselor and teacher.**

## OPEN CAMPUS PRIVILEGES

Open campus is a privilege reserved for a student's senior year and extended only to those seniors who have demonstrated that they are responsible as indicated by their demonstrated attendance and academic records.

All freshman, sophomore, and junior students will be assigned to a class or study hall during all periods and will not be allowed to leave school during the school day without permission from an administrator, the school nurse, or the attendance office.

Senior students, who during their second semester as a junior student, pass all of their classes and have fewer than 12 absences in those classes, will earn open campus privileges to be used during their senior year. Absences due to student activities do not count toward this incentive. Extended instances of hospitalization may be exempted upon request. Seniors with open campus privileges must continue to pass their classes and maintain a good attendance record. Those who reach 8 absences during a semester (4 absences per term in block classes) may have their open campus privileges revoked. Those who fail a first semester class may not have open campus privileges during at least the third term.

Seniors who have open campus privileges are expected to be in every class. Once they begin their school day, no class may be missed without prior permission from an administrator, the school nurse, or the attendance office. If a student has a medical appointment during an open period that runs late, the student is to immediately report to the office upon return to school with written verification from the doctor's office. If a senior becomes ill while at school, he or she must have permission from the nurse's office to leave. If a senior becomes ill or has an emergency while away from school during an open period, the student's parent or student himself must call the attendance office before the student's next scheduled class informing them of the situation.

Seniors who have been withdrawn from a class as a result of disciplinary actions or unexcused absences will be reassigned to a study hall and will not be granted open campus privileges during that period.

## REVIEW

Students or parents wishing to have a review of a decision made under the provisions of this policy may do so by filing a written request for review with the person at the next higher level from which the decision was rendered. The request must state the specific reason necessitating the review and must be filed within two school business days following the decision. The decision-making levels are as follows:

1. Teacher
2. Assistant Principal
3. Principal
4. Superintendent or designee
5. Board of Education

Within two days of the receipt of a request for review, the person receiving the request will determine a mutually-agreeable time, place and date for the review and notify the person(s) requesting the review and the decision-maker accordingly. At the appointed time, the parties attending the review will meet to discuss the matter informally. Following the review, the person conducting the review shall affirm, reverse or modify the previous decision.

No disciplinary action, loss of credit or loss of opportunity to participate shall be imposed until the decision is final.

An appeal to the Superintendent or designee or Board of Education may be made only by both parent and student.

## PHYSICAL EDUCATION ATTENDANCE

Physical education is an activity class where students benefit through participation and is required of all students for one term each year in Grades 9-12. Generally any absence from P.E. needs to be made-up within two weeks of the absence.

The following procedures will be followed when an excuse from your physical education class is necessary:

1. All students who are to be excused from physical education for the term will be referred to the school nurse so that the proper forms can be completed.

2. Students who are absent more than 4 days during a term from their physical education class may be dropped from the class with a failing grade (see Attendance Policy).

Absences not requiring make up:

1. One student activity per term
2. If excused by licensed health care professional

Absences which must be made up:

1. If excused by parent or guardian per phone call or note to nurse
2. Second and additional student activities

These absences may be made up by:

1. Attending a before or after school make-up class
2. Completing a portfolio
3. Arranging with the teacher
4. Completing a report

Absences which cannot be made up:

1. Unexcused absence
2. Non-participation due to No Dress (Students who elect to take a non-participation must remain with P.E. class or an unexcused absence will be assigned)

Grades and credit for P.E. are based upon attendance, participation, daily work, written tests and skill proficiency. Appropriate attire is required to participate. Solid colored shorts/sweatpants and T-shirts/sweatshirts are considered appropriate attire. The Physical Education Department will have clean, appropriate clothes to be used or borrowed as necessary.

Participation in physical education is required of all students including those participating in interscholastic sports. Student athletes may be excused from physical education participation on contest days but will make up the class activity during a scheduled make-up time. (Board Policy 605.4R)

#### IV. BEHAVIOR EXPECTATIONS AND DISCIPLINE

##### **CONDUCT**

Each classroom teacher will set guidelines for their class. The guidelines are to ensure student success and maintain a positive learning atmosphere. Students are made aware of these guidelines at the onset of each course.

Certain rules and regulations are necessary to insure a school environment appropriate for learning. These rules are intended to encourage all students to behave in such a manner that all may learn as much as possible and no one will be kept from learning by the activities of others. Student whose conduct is illegal under state statute may be referred to local law enforcement authorities, in addition to facing school disciplinary consequences. Therefore, students are expected to:

1. represent all matters truthfully.
2. demonstrate good citizenship and not interfere with the education of other students.
3. conduct themselves in an orderly fashion in the school building, on school grounds, and at school-sponsored events.
4. display respect for school property and the personal property of others.
5. refrain from smoking, possession, distribution, consumption or under the influence of tobacco, alcoholic beverages, or drugs in the school buildings, on school property, and at home or out-of-town school contests.
6. refrain from possessing dangerous weapons on school grounds or at school sponsored events.
7. bring class materials and demonstrate proper work habits in each class and study hall.

8. observe the rules established by the Transportation Department when riding in school buses and walking in bus lanes.
9. respect the rights of other students and the authority of all school employees.
10. express disagreements appropriately and through proper channels.
11. refrain from using profanity or inappropriate language.
12. exhibit appropriate behavior throughout the school year. Students who violate behavioral rules at the end of the school year may be penalized for their actions at the beginning of the subsequent school year. Seniors may be penalized prior to commencement or be excluded from commencement exercises.

##### **DANGEROUS WEAPONS (Board Policy 502.10)**

School district facilities are not appropriate places for weapons, dangerous objects, or look-a-likes. Weapons, dangerous objects, or look-a-likes shall be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.

The Board of Directors believes weapons, dangerous objects, and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district.

Parents/guardians of students found to possess weapons, dangerous objects, or look-a-likes on school property or on property within the jurisdiction of the school district or of students who are within the control of the school district shall be notified of the incident. Confiscation of weapons or dangerous objects shall be reported to the law enforcement officials, and the students will be subject to disciplinary action including suspension or expulsion.

Students bringing firearms to school or school sponsored events or knowingly possessing firearms at school or school sponsored events shall be expelled for not less than one year. Students bringing to school or possessing dangerous weapons, including firearms, will be referred to law enforcement authorities. The superintendent shall have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis. For purposes of this portion of this policy, the term "firearm" includes, but is not limited to, any weapon which is designed to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, a muffler or silencer for such a weapon, or any explosive, incendiary or poison gas.

Weapons under the control of law enforcement officials shall be exempt from this policy. The principal may allow authorized persons to display weapons, dangerous objects, or look-a-likes for educational purposes. Such a display shall also be exempt from this policy. It shall be the responsibility of the superintendent, in conjunction with the principal, to develop administrative regulations regarding this policy.

##### **DISCIPLINARY REMOVAL FROM CLASS**

Students whose behavior disrupts the learning environment or presents a safety hazard to themselves or others, may be removed from class. After two such removals from class, the student may forfeit the opportunity to earn credit in the class and be reassigned to a study hall. Students so reassigned will lose eligibility for extracurricular activities following the next grade reporting period. (See Board Policy 503.6R)

This guideline does not restrict the administration from dropping a student from a class on a first removal, if the infraction is of such a



serious nature that such action is deemed appropriate by the administration.

### **SAFETY GLASSES**

Safety glasses must be worn in all classes where eye safety warrants such a requirement. The first time there is an office referral with a student not wearing safety glasses, a warning is sent home. The second time such an infraction occurs, the student may forfeit the opportunity to earn credit in the class and be reassigned to a study hall.

### **HALLWAY BEHAVIOR**

Students will be expected to use the hallways in a mature and responsible manner on their way to and from classes.

Displays of affection generally are not appropriate hallway behavior. If behavior is questioned, parents will be notified. If you are in the hallways during class or lunch, you must have a pass from the class you are leaving.

### **PARKING REGULATIONS**

Students in grades 9-12 are allowed to park in designated lots by permit only. Parking stickers for those eligible may be obtained during registration or from the main office for a nominal fee which is nonrefundable. Seniors may park in far west lot and south row of upper south lot. See parking map on page 28 for designated areas.

Students parking in the school lot are cautioned about leaving valuables in their vehicle. We do not provide constant supervision of the parking lot; and therefore, students park in the lot at their own risk. Students assume full responsibility for losses resulting from accidents, theft, vandalism, etc.

Parking at the high school is a privilege and will be revoked if rules governing the parking lot and school grounds are not strictly observed. Students who fail to comply with the below items may have their parking privileges revoked.

1. All motor vehicles must be registered if parked on school grounds.
2. Parking stickers must be attached to the vehicle in a designated place.
3. The speed limit is 15 mph.
4. Park only in designated parking spaces. Parking in the yellow-lined or curb areas is not allowed.
5. No reckless driving or unnecessary driving in school lots will be allowed.
6. Driving will only be allowed on the pavement that is designed as a thoroughfare.
7. Stickers are not transferable to another person or vehicle.
8. Mopeds and motorcycles will be parked in the designated area of the upper south parking lot.
9. Those students leaving the south and east parking lots entering E. 5th St. S. between the times of 3:00 and 3:30PM on Monday through Friday must turn south to avoid the buses coming into the bus lane. There will be signs posted as reminders. Failure to follow these guidelines could result in being ticketed by the police.

**Failure to comply with the above rules, may result in the loss of parking, privileges, ticketing, having your vehicle towed or immobilized.**

### **SEXUAL OR RACIAL HARASSMENT**

All members of the Newton Community School District, including, but not necessarily limited to, the Board, the Administration, the faculty, the staff, and the students, are expected to conduct themselves at all times so as to provide an atmosphere free from racial or sexual harassment.

Any person who engages in sexual or racial harassment while acting as a member of the school community will be in violation of this policy and subject to disciplinary action. Student violators may be given an out-of-school suspension for up to five days.

Unwelcome sexual advances, request for sexual favors, or other verbal or physical conduct of a sexual nature may constitute sexual harassment where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or educational development; or,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working or educational environment. (Board Policy 408.2)

If a person feels that he/she is being harassed, it should be reported to parents, a teacher, counselor, administrator, school equity official, or any school official who the person trusts.

### **PHYSICAL/VERBAL/BULLYING HARASSMENT**

Bullying and harassment of students and employees is against federal, state, and local policy. The school district is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Policies, procedures, and practices designed to reduce and eliminate bullying and harassment are currently in place as well as processes and procedures to deal with such incidents. Bullying and harassment of students by students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

Any harassment, such as verbal put-downs, trash-canning, bodily contact, physical threats, bullying, harassment based upon sexual orientation, or profanity (but not limited to these examples) will not be tolerated and an out-of-school suspension of up to five (5) days may be issued as a result of such harassment. Violations may result in a disciplinary removal from school through action recommended to the Newton School Board of Education.

### **ASSAULTS/PHYSICAL CONTACT/FIGHTING**

Physical contact/fighting which is determined to be serious and potentially harmful will not be tolerated at Newton High School. Violations will result in out-of-school suspensions for up to ten (10) days. Disorderly conduct charges through the Newton Police Department will also serve as an additional consequence.

The following situations will result in suspension and police charges:

1. Fighting after attempts have been made to resolve a specific conflict.
2. An unprovoked student attack on another student.
3. Bringing a non-school related issue to school which results in a fight.

Continued physical contact or assaults by individuals will result in a recommendation to the Newton School's Board of Education for disciplinary removal from school.

Other confrontations which cause disruption to the learning process will be dealt with on an individual basis.

### **REFERRALS**

The Newton Community School District has long-standing policies that stress the safety of our students. When we think advisable, we will report violent acts and threats of violent acts to the Newton Police Department usually through the School Resource Officer. At the request of the County Attorney, we will also report to the

County Attorney's office any seriously assaultive behavior or harassment by students.

Whenever a report is made to the Newton Police Department or the County Attorney's office regarding a student's violent or harassing actions or threats of such, the student and parent or guardian of the student will be notified. Members of the County Attorney's office may not interview a student at school without the presence of a parent or guardian and a school administrator. Except for situations of alleged child abuse, a student may not be interviewed during the school day or periods of extracurricular or co-curricular activities unless the principal or any other delegated staff member is present when possible (Board Policy 505.7).

## **SUSPENSIONS**

Suspension means the temporary loss of the right to attend a class or all classes, as well as the right to attend or participate in school activities and to be on school grounds. Suspension is normally a step taken only after other attempts have failed to correct undesirable behavior. Parents may be required to confer with a school administrator prior to the student's return to classes.

Whether students serve suspensions "in" or "out" of school, they will receive academic credit for work missed during the period of suspension, if the work is completed promptly and as was assigned. It shall be the responsibility of each student to make any arrangements necessary for the completion of such work. In school suspension will take place at the LOC. Students may be placed at the LOC/ISS for one to four days. Students may participate in extra /co-curricular events outside of the school day.

## **DISCIPLINARY ALTERNATIVE PROGRAM (LOC)**

The Disciplinary Alternative Program is for students with continued discipline referrals or serious major infractions, as described in this handbook, another option may be utilized. NCSD administration may place students at the LOC for a period of five (5) days up to one (1) full year. Further descriptions of the LOC and its policies will be explained to those who attend.

Placement at the LOC carries the same parameters as students suspended and/or expelled: no participation or attendance at extracurricular events; no attendance or presence on ANY school district grounds, except the LOC; work completion is expected and accepted for full credit when completed in a timely manner.

## **TOBACCO**

Possession or use of any tobacco product, electronic cigarettes, vape pens, or look-a-like cigarettes on school grounds or at school events will result in an in-school suspension and charges will be filed with the local police.

## **ALCOHOL AND ILLEGAL SUBSTANCES**

Possession and/or use of any illegal substance or alcohol on school property or at a school event will result in a suspension and a possible board hearing that may lead to expulsion.

A possession is defined as the use or transmission/possession of drugs and/or drug paraphernalia. It is also prohibited to be under the influence of any chemical compound, narcotic, hallucinogen, amphetamine, or other central nervous system stimulant, barbiturate, or other sedative, hypnotic, mind-altering drug, marijuana, cocaine, alcoholic beverage, or intoxicant of any kind. This will result in the same consequence as outlined above. The use of over-the-counter and legal products in an effort to create an altered state of mind will receive the same consequences as above.

## **V. STUDENT SERVICES**

### **AVENUES FOR HELP**

NHS wants to respond quickly and professionally to young people's needs. Specifically NHS provides assistance to students troubled by physical, social, emotional, sexual, legal, medical, family or chemical problems.

Administrators, counselors, teachers, school resource officer (SRO), or the nurse will be able to assist the needs of students. Any information shared will be held in strict confidence as permitted by law.

## **BREAKFAST**

School breakfast is available daily from 7:30-8:05AM and between Blocks 1 and 2. Students are encouraged to eat in the cafeteria and use appropriate trash and recycling receptacles. Breakfast for a student costs \$1.30; a la carte items are extra.

## **CHANGE OF ADDRESS, GUARDIAN, PHONE**

Please report any change in your address, phone number, email address, guardian or individual to be contacted in case of an emergency, to the guidance office.

## **DOORS, UNLOCKED OR LOCKED**

In the interest of creating a safe and secure environment, student access to Newton High School during the school day will be through designated entrances. Students leaving the building during the school day may exit through any of the outside doors.

## **ELEVATORS AND CHAIR LIFT**

Elevators and a chair lift are available for use by students with physical disabilities requiring access to the second floor by means other than the steps. To obtain permission to use the elevators, students should see an administrator or the school nurse.

## **GUIDANCE**

The school guidance department exists to help students adjust to new school experiences and to help students make the best of educational opportunities. Any problems, whether school problems or personal problems, may be discussed with the guidance counselors.

As a student progresses through senior high school, a guidance counselor will help each individual to choose the subjects which fit his/her individual needs. During these years, plans for the future start taking shape. To help with the many decisions a student must make, the guidance department is well supplied with information about colleges and trade schools and about jobs in hundreds of different fields. Each student is encouraged to become acquainted with the counselors early and to use the guidance services often. Appointments may be made by contacting the counseling office. Students are assigned counselors by the first letter of their last name:

A-G	Shelly Fitzgerald
H-N	Don Arends
O-Z	Cassia Nolin
Success	Ed Ergenbright, Eric Grabe, Desia Kies, Sarah Patterson

## **ILLNESS, INJURY, MEDICATION**

Services of a school nurse are available to all students. Whenever students become ill or injured at school, they are to report to the nurse's office. If the nurse is not in the building, report to the main office. Students **MUST NOT LEAVE THE BUILDING** because of illness without administrative authorization. Guidelines are as follows:

1. Please report all communicable diseases to the school nurse's office.

2. No medical care beyond first aid will be given by the nurse or other school personnel.
3. Medication policy: All prescription drugs are to be registered with the school nurse. A written statement signed by the parent, legal guardian, or doctor giving specific directions must accompany the prescription drug. Non-prescription drugs may also be kept in the nurse's office.
4. Medical excuses from physical education: See physical education attendance policy.
5. Students shall be dismissed from school with diarrhea, vomiting, and/or a temperature of 100 degrees or above.

Parents or students should feel free to contact the school nurse regarding health problems.

Iowa's immunization laws state that the following vaccines are required of all school age children:

Polio - At least three doses of trivalent oral polio vaccine, at least one dose must have been received after the child's fourth birthday.

DPT - Diphtheria/Pertussis/Tetanus - At least three doses and at least one dose must have been received after the child's fourth birthday.

Measles-Rubeola - At least one dose of the vaccine or a history of the illness diagnosed by a doctor. Students receiving the vaccine shall have been at least twelve months of age at the time of immunization. Students receiving the vaccine after February 1, 1981, shall be at least 15 months of age at the time of immunization.

Rubella-German Measles - At least one dose of rubella vaccine or demonstrate a positive hemagglutination antibody inhibition titre to rubella. Students receiving the vaccine shall have been at least 12 months at the time of immunization. Students receiving the vaccine after February 1, 1981, shall be at least 15 months of age at the time of immunization.

According to the state's immunization laws, students found not in compliance with these requirements will be placed on provisional enrollment for 120 days. During this time, the immunizations must be completed and the information reported to the school.

If the immunizations have not been completed at the end of the provisional enrollment, the student will be excluded from the total school program until the requirements have been met.

### **LIBRARY MEDIA CENTER**

Newton High School has an excellent Library Media Center for your academic and personal needs. The center's staff will provide you with individualized assistance and a wide range of services and resources.

Operational hours of the center are from 7:00AM to 4:00PM each school day.

A computer laboratory has been established in the LMC for class and individual student use. Computer instructional materials and assistance in utilizing computers are available.

The many and varied resources include approximately 12,000 books, audio recordings, video tapes, media kits, and numerous current periodical subscriptions. Various types of special project supplies are also available for your use. The center can provide services in photocopying, audio tape duplication, lamination, and instruction in the use of specialized resources, computer assistance, and access to the many services available from the AEA Media Center.

### **COMPUTER NETWORKS AND INTERNET USE**

Because technology is a vital part of the school curriculum, computer networks and the Internet will be made available to students. Students must use school assigned accounts and may not use personal accounts for Internet access to include electronic mail. Use of the Internet is limited to school assignments and no personal e-mail is allowed. Research and printing should be conducted for appropriate school purposes only. Information on the Newton Community School District's Acceptable Use Policy (Board Policy 604.5) will be provided to students. Prior to using computer networks and the Internet, students must sign and have their parent or guardian sign a user agreement acknowledging they have read and understand the Acceptable Use Policy (AUP).

### **INTERNET AND WIDE AREA NETWORK ACCEPTABLE USE (BOARD POLICY 604.5R1)**

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. All use of the network must be in support of education and research and consistent with the purposes of the Newton Community School District. Parent/guardian permission is required. Access is a privilege -- not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring, or controlling the communications of individuals utilizing the network.

Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on the district servers will be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio, and other potentially offensive media.

Restricted Material -- Students shall not intentionally access or download any text file or picture or engage in any conference that includes material which:

- is obscene, libelous, indecent, vulgar, profane, or lewd;
- advertises any product or service not permitted to minors by law;
- constitutes insulting or fighting words, the very expression of which injures or harasses others;
- presents a clear and present likelihood that, either because of its content or the manner of distribution will cause a material or substantial disruption of the proper and orderly operation and discipline of the school or school activities;
- will cause the commission of unlawful acts or the violation of lawful school regulations.

Students will abide by this *Acceptable Use Policy* (AUP 604.5). Any violation of the regulations above is unethical and may constitute a criminal offense. Should the user commit any violation, the user's access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken.

#### **iPad**

All students will be issued an iPad to use for their education. Students are responsible for care of the iPad. Students are

expected to follow the AUP policy established by the Board of Education which is discussed with students at the beginning of the school year.

**AUP Consequences for secondary students will be as follows:**

**1st Infraction: Consequences may range from a warning to a loss of user privileges.**

**2nd and Future Infractions: Consequences may range from a loss of user privileges to an out-of-school suspension with parental notification.**

**Serious infraction may result in the suspension or expulsion of the student from school and legal action.**

The Newton Community School District reserves the right to:

- log Internet use and to monitor file server space utilization by users.
- remove a user account on the network to prevent unauthorized activity.

**INTERROGATION BY OUTSIDE AGENCY**

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order.

Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

**LOCKERS**

Lockers are assigned and students are required to remain in lockers assigned to them. Lockers are school property and any damage done to a locker will be the responsibility of the students assigned to that locker. We suggest that you not share your locker combination with others as you are responsible for your school property such as textbooks, library materials, etc. You use the school lockers and P.E. lockers at your own risk. Only school issued locks are authorized. **ALWAYS LOCK YOUR LOCKER!**

Lockers will be inspected at least twice per year to ensure the safety and health of the school community. Under normal circumstances, there will be a 24-hour notice given students prior to locker inspection. Lockers may, however, be inspected without prior notice with the student, parent, or another adult or staff member present. Any items of contraband will be confiscated. Other penalties are also possible.

**LUNCH**

A neat and clean environment makes the lunch break enjoyable. Students must act appropriately in the lunch area and help keep it clean and orderly. Both teachers and students have a 30-minute lunch/passing period. Freshmen, sophomores, and juniors must eat lunch in the cafeteria, and are restricted to school grounds, excluding the parking lots during lunch. Seniors may leave campus for lunch, may eat lunch in the cafeteria, or may eat lunch in the courtyard.

Students are not allowed to loiter in the parking lot, rest rooms, or other areas not open during the lunch period. Students are not to be in the hallways during lunch except during passing periods.

Deposits for lunches or breakfast on account should generally be done in the cafeteria with kitchen personnel in the mornings before school. Lunch and/or breakfast may be purchased by

creating an account with the lunch service and using the student identification card or by using cash.

High School Student Breakfast.....\$1.30  
High School Student Lunch.....\$2.90

Students may choose from a regular school lunch, a sack lunch, the salad bar, or a la carte. Forms are available at registration or in the main office for students who qualify for free or reduced lunch. Parents may monitor their student's lunch account online. Contact Cristy Croson at NHS for assistance.

**SEARCH AND SEIZURE (Reference Board Policy 502.7)**

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances and in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized, or contraband materials discovered in the search. Items of contraband may include but are not limited to non prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, electronic cigarettes, look-a-like cigarettes, vape pens, weapons, explosives, poisons and stolen property. Possession of such items will result in disciplinary action and a referral to law enforcement authorities as required by law.

**NCSD LAW ENFORCEMENT CANINE SEARCHES**

The NCSD takes school safety very seriously. Through cooperation with local Law Enforcement Agencies, the NCSD will utilize K9 Officers from surrounding agencies to randomly perform searches of schools for drugs, weapons, and other illegal items. The intention is to deter students, staff, and visitors from bringing these items to our schools, thus creating a safer environment for everyone.

1. The NCSD will periodically enlist local Law Enforcement agencies to perform random Canine searches for drugs and weapons.
2. The searches will be unannounced to students and staff prior to the event, and only the Superintendent, School Administrator (SA), and School Resource Officer (SRO) will know the date and time of the intended search.
3. The school being searched will be placed on a soft lockdown (students must remain in their classroom, though classes will continue as usual). The lockdown, and purpose for the lockdown, will be announced to prevent any unnecessary stress for students and staff.
4. The search will be conducted both inside the school, as well as the parking lot.
5. During the search, a SA or designated staff member will accompany each Canine Officer.
6. If a dog alerts to the presence of drugs or weapons in a locker, the Canine Officer will notify the SA or designated staff member, and the SA or staff member will conduct a thorough search of the locker in question, as well as one (1) locker to each side of the locker in question.
7. If drugs, weapons, or any other illegal items are found in a locker, the student who is assigned to the locker will be escorted from class by the SA or Law Enforcement Official to be searched and interviewed by the SA and Law Enforcement.

8. The SA or Law Enforcement Official will attempt to make contact with the student's parents prior to the interview.
9. If drugs, contraband, weapons, or any other illegal items are found, the SA or Superintendent will determine the level of punishment according to the student handbook, and will consult the SRO if criminal charges will be filed.
10. All evidentiary items will be documented, photographed, and handled by the SRO or Law Enforcement Official, and transported/disposed of by Law Enforcement.

## **TELEPHONE**

Telephones in the offices and classrooms may be used only in emergencies and when permission has been granted by a faculty member.

## **TRANSCRIPTS**

Transcripts of grades may be mailed upon a written request by the student or parent. A fee of \$1 will be assessed for each transcript mailed after the first.

## **VI. GENERAL INFORMATION**

### **ASBESTOS-CONTAINING MATERIALS**

There is no longer any friable asbestos-containing material in Newton Senior High School. Elbows on steam lines in the boiler room and mechanical room above the LMC do contain some asbestos material as do some floor tiles, some floodlight cords, and the fire curtain in the auditorium. No response action is needed at this time although plans are underway to remove that material whenever possible.

Pursuant to the requirements of the Asbestos Hazard Emergency Response Act, a copy of the asbestos management plan for Newton Senior High School is available for review in the main office. A complete set of management plans is available for review in the district administrative office.

### **ASSEMBLIES**

SCHOOL ASSEMBLIES are an integral part of our educational program and require the cooperation of every person to make the assembly a good experience. We have been proud of the behavior of our students and the warm welcome they give to people conducting an assembly. Help us maintain our excellent reputation. Impressions of our school often go well beyond Newton. Proper applause indicates appreciation.

Because assemblies are such an important part of our school, all students are expected to attend assemblies. Skipping assemblies will result in the same consequences as receiving an unexcused absence.

### **BEVERAGES & VENDING MACHINES**

Pop, snacks, and juice are available to students from vending machines before and after school. Classroom expectations regarding food and beverage will be up to the teachers and will be followed. Students may have food and beverages in the hallways or lockers if they are responsible for any litter, spills, etc. The vending machines are a privilege granted with the assumption of proper disposal of waste papers and beverage containers.

### **BICYCLES**

Several bicycle racks are provided. Park in designated area and lock your bike every time you bring it to school.

## **DANCES**

School sponsored dances will end no later than midnight regardless of starting time. Students leaving a dance will not be permitted to return.

The same rules of conduct regarding student behavior during the school day will apply at dances. After-game dances are restricted to current Newton High School students. However, guests may be invited to the Homecoming and Prom dances. NHS students must complete a "Dance Guest Request" form if they choose to bring a non-Newton High student to Homecoming or Prom. These forms are available in the main office. Completed forms must be turned in on the Friday before the dance.

Admission price to after-game dances is \$5 for high school students.

Students must present their current student identification card for admission to all dances.

## **DRESS CODE**

Students are to wear appropriate dress which reflects good taste and is not disruptive to the educational process. While students have a great deal of freedom and responsibility in school dress, some guidelines are to be followed.

- **Footwear is to worn at all times.**
- **Tops that cover the chest and midriff.**
- **Tops with sleeves that are a minimum of 3 fingers wide.**
- **Shorts must be mid-thigh to knees.**
- **Examples of unacceptable attire include: short shorts, bicycle pants, torn or ripped clothing, T-shirts with cut-off sleeves, bare midriffs, tank tops, hats, bandanas, headbands, dew rags and halter tops.**
- **Clothing and jewelry which displays or represents products which are in conflict with the policies and rules of Newton Senior High School and the Newton School District Board of Education, such as alcoholic beverages, drugs, tobacco, etc., are considered inappropriate.**

Students enrolled in any laboratory classes where they will be working with power tools, equipment, and/or chemicals should avoid wearing loose-fitting clothing, jewelry, or sandals.

Students are encouraged to put their outside coats in their locker when they arrive at school and leave them in their locker until the end of the school day.

## **ELECTRONIC DEVICES**

Electronic devices in the classroom are permissible only as the instructor deems them necessary. Cell phones, headsets, and other personal devices are prohibited unless otherwise directed by the instructor. Violations may include detention, in-school suspension, or confiscation of device. Administration discourages bringing these devices to school. **NHS will not seek or investigate retrieval of lost or stolen items.**

## **EMERGENCY DRILLS BE PREPARED!**

During the year several fire and tornado drills will be held. It is extremely important that you respond both correctly and immediately. Be sure you know the evacuation procedures for each of your rooms. The following procedures will be used in cases of emergency:

- A. Fire:
1. In the event of a fire or fire drill, the alarm will buzz continuously.
  2. Students are to leave the building according to instructions of the supervising teacher.
  3. Please exit quickly and quietly and move completely away from the building so all may exit safely.
- B. Tornado:
1. In case of tornado or tornado drill, the alarm will be rung after instructions are given over the PA system.
  2. Students should move immediately to the areas designated by the supervising teacher.
  3. Move to interior walls. Stay away from glass.
- C. Evacuation Drill:
1. In case of an evacuation, an announcement will be made over the intercom giving the necessary instructions.
  2. Students should take only personal items with them and not stop at their lockers on the way out of the building.
  3. Students should move immediately to the areas designated by the supervising teacher.
  4. After reaching the designated area, all students should check in with their designated classroom teacher for purposes of accountability.
- D. Lockdown:
1. Students will remain in their classrooms and move away from the door. The teacher will patrol the hallway and gather any students that are near. The staff and students will remain in the classroom until they are advised otherwise by administration or local authorities.

Students should stay in the designated area until given further directions by the administration or their supervising teacher.

#### **EXEMPTIONS FROM PHYSICAL EDUCATION, HEALTH, CONTROVERSIAL ISSUES, AND/OR INSTRUCTIONAL MATERIALS**

Students whose religious beliefs conflict with Physical Education or Health instruction may be excused through a written request submitted to the Principal. (Board Policy 602.11)

Parents who object to health education instruction in human growth and development may file a written request that the pupil be excused from the instruction. (Board Policy 602.12) Students may be excused from individual lessons, units or the entire course.

Parents or students who object to the teaching of controversial issues may request exemption from such instruction through the high school principal. A "controversial issue" is defined as an area of significant inquiry about which substantial portions of this community, state, or nation hold sincere conflicting points of view. Such exemptions may require alternate activities or possible forfeiture of credit.

As a general rule, no "R" rated videos or movies will be shown. If deemed appropriate by the teacher and administration, edited excerpts may be shown.

Parents may object to the instructional materials utilized in the school district and ask for their use to be reconsidered. Such persons will be asked to complete a reconsideration form from the superintendent or his designee. (Board Policy 603.6)

#### **FEES**

Please consult this list for respective fees.

##### **Student Fees**

Registration Fee for all Students ..... 75.00

Student Activity Ticket Fee (Optional) .....	45.00
Replacement Student Identification Card .....	10.00
Replacement Driver Ed Certificate .....	10.00
Parking Sticker .....	5.00
Band and Colorguard Instrument Rental .....	45.00
Band and Colorguard Uniform Fee .....	20.00
Vocal Music Gown/Uniform Fee .....	10.00
<u>Newtonia</u> (optional) if ordered before 12/14 .....	50.00
<u>Newtonia</u> (optional) if ordered after 12/14 .....	55.00
Safety Glasses .....	5.00

#### **FEE WAIVERS AND ADJUSTMENTS**

Forms are available at registration or in the main office for students who qualify for waived or reduced fees. If fees present a hardship, the student should see their counselor or an administrator. (Note that separate applications are required for free or reduced lunch and waived or reduced fees.)

#### **PRORATION OF FEES**

The Newton Community School District recognizes that consideration must be given to students who may start classes after the first scheduled day of school or leave the district prior to the last scheduled day. Fee refunds and payments for students who fit into this category are addressed below.

**Textbook rental fee refunds for students leaving the Newton Community School District during the school year will be as follows:**

75% refund for students leaving during the first term.  
 50% refund for students leaving during the second term.  
 25% refund for students leaving during the third term.  
 No refund for students leaving during the fourth term.

**Textbook rental fee charges for students entering the Newton Community School District during the school year will be as follows:**

100% charge for students entering during the first term.  
 75% charge for students entering during the second term.  
 50% charge for students entering during the third term.  
 25% charge for students entering during the fourth term.

Workbook fees are refundable only if they are returned unused. Workbook fees are assessed at 100% regardless of the date of entry.

The Student Activity Ticket (SAT) refund may be prorated for students transferring out of Newton High School after the school year begins. The refund schedule is the same as the textbook refund schedule using the date that the SAT is turned in.

Refunds of more than \$10 will be by check made out to the parent or guardian. Smaller refunds will be credited to the student's account unless the student or parent request otherwise.

#### **FREEDOM OF EXPRESSION**

Under the U.S. Constitution, all individuals have the right of freedom of expression. Since, however, student expression made on school premises or as a part of a school-sponsored activity may be attributed to the school, such expression must be appropriate to the activity.

Students will be allowed freedom of expression of their viewpoints and opinions as long as the expression is responsibly done. Student expression shall not, in the judgment of the administration, encourage the breaking of laws, cause defamation of persons or contain obscenity or indecency.

## **GRIEVANCES**

A grievance is a claim by a student questioning the interpretation or application of a school board policy or of an administrative regulation. All grievances must be filed with the principal no later than three school days immediately following the act which is being grieved. For further information concerning grievance procedures, contact your teacher, counselor, or an administrator.

## **HEALTHY KIDS ACT**

In 2008, the Iowa Legislature enacted "the Healthy Kids Act," requiring that all students in grades 6-12 engage in physical activity for a minimum of 120 minutes per week in which there are at least five days of school. The law also requires that we monitor how students fulfill this requirement.

School activities/clubs that students may be involved in during the current school year are cross country, bowling, football, golf, volleyball, wrestling, basketball, track and field, swimming, tennis, soccer, baseball, softball, marching band, jazz choir, cheerleading, drill team, pom squad, and/or trapshooting.

Non-school activities may include non-school sport teams, gymnastics, dance, individualized exercise program, etc.

A Physical Activity Contract will be filled out and signed by both student and parent/guardian and returned to the school by the date specified on the form.

## **INSURANCE**

The Newton Community School district does not carry insurance that covers students while on school property. Student Accident Insurance will be available at registration or check in the main office to obtain the enrollment envelope.

## **LOST AND FOUND**

Either turn in or look for lost articles in the main office.

## **LUNCH ACCOUNTING POLICY AND PROCEDURES**

### **Notification of Account Balances:**

Families with email accounts will be notified daily of balances less than \$10.00 per child. Families may set their "notification balance" higher if they would like notified earlier.

Families without email addresses will be sent home weekly account notices with students in Kindergarten through 6<sup>th</sup> grade. These reminders will be distributed by the Food Service Office staff to building secretaries for classroom distribution. Weekly reminders will be mailed to the home of students in 7<sup>th</sup> through 12<sup>th</sup> grades. Families with students in both groups will receive a weekly reminder sent home with their elementary student.

### **Policy Guidelines for Negative Account Balances:**

When an elementary student has charged (negative balance) three lunches they will be asked to call their parents to remind them of the negative lunch account balance.

A middle school or high school student will not be allowed to charge (negative balance) à la carte items and will only be allowed to charge regular lunches until reaching a family account balance of **(-\$25.00)**.

When the family account balance is **(-\$25.00)**, students will be given a peanut butter sandwich and a carton of milk for lunch.

Please remember that every effort will be made to provide families with assistance in completing the free and reduced price lunch forms.

## **MONEY AND VALUABLES**

**The school is not responsible for stolen property.** You must assume all responsibility for your own money, valuables and school issued materials and equipment. **Keep valuables locked in your locker or in your possession at all times.**

Do not leave purses or other valuables lying around. If you wish, you may leave valuables at the office for safekeeping during the day.

The school does not have insurance for theft of personal property; items which you bring to school are your responsibility.

Finally, do not take off your rings and watches in the rest rooms unless you place them in your pocket or purse. They are easily forgotten.

Students will be expected to return the same textbooks issued to them, in good condition less normal one-year use.

## **NONDISCRIMINATION ON BASIS OF RACE, SEX, AND/OR SEXUAL ORIENTATION**

It is the policy of the Newton Community Schools not to illegally discriminate on the basis of race, color, creed, age (employment only), marital status, religion, national origin, sex, sexual orientation, gender identity, socioeconomic status (students/program only), or disability in its educational programs, activities or employment practices.

The Newton Community School District shall maintain its programs and practices whereupon no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under said programs and activities of the school district. (Board Policy 602.1) Inquiries regarding compliance with Title IX or Title VI may be directed to Central Administration Office, Newton, Iowa 50208, Phone 641-792-5809, or to the director of the Region VII Office of Civil Rights, Department of Health, Education and Welfare, Kansas City, Missouri.

The Newton Community School District believes that every student has the right to a safe school environment. This includes the right to learn without disruptive activities of others and the right to speak without being ridiculed and intimidated by others.

The Newton Community School District will not tolerate harassment based upon race, sex, sexual orientation, or creed. The District recognizes the constitutional rights of all individuals but further realizes that these rights may not infringe on others. (See Behavior and Discipline Section and Board Policy 408.2)

## **GRIEVANCE PROCEDURE**

It is the policy of the Newton Community School District not to discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices. There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy please contact Laura Selover, Associate Director of Human Resources, 700 North 4th Avenue East, Newton, Iowa 50208, (641) 792-5809, [seloverl@newton.k12.ia.us](mailto:seloverl@newton.k12.ia.us).

Students, parents of students, employees, and applicants for employment in the school district have the right to file a formal



complaint alleging discrimination. The district has policies and procedures in place to identify and investigate complaints alleging discrimination. If appropriate, the district will take steps to prevent the recurrence of discrimination and to correct its discriminatory effects on the Complainant and others.

Further guidance on the grievance procedure can be found within the Newton Community School District Board Policy 102.R1. A link to the website policy follows:

[http://www.newtoncsd.org/Downloads/102\\_R1.pdf](http://www.newtoncsd.org/Downloads/102_R1.pdf)

## **POSTERS**

All posters and signs are to be approved by the school administration prior to posting. At no time are signs to be mounted on painted surfaces. Bulletin boards will be provided in each hallway for posters and signs.

## **RESTRICTED AREAS**

The following areas are off limits to all students during the school day:

1. All parking lots (except when seniors are arriving at or leaving school)
2. Locker rooms (except when the students are scheduled for physical education or have a pass from a physical education teacher)
3. Staff lounge
4. Academic halls during class and lunch time

## **SCHOOL CLOSINGS OR LATE STARTS**

Should school be closed due to inclement weather or road conditions, that decision will be broadcast as early as 6:00AM on radio stations KCOB-1280 and WHO-1040 or the NCSD website [www.newton.k12.ia.us](http://www.newton.k12.ia.us).

## **SCHOOL DAY**

The Newton Community Schools operate on a six-day repeating schedule during the school year. A day is never skipped during a cycle. However, Newton Senior High School's schedule of classes will remain the same for every day of each term. A list of the various bell schedules may be found on Page 24.

## **STUDENT DIRECTORY INFORMATION**

The student directory information (name, grade, address, parent, photograph, etc.) is designed to be used within the school district to assist certified personnel.

The school will not furnish lists of names of pupils enrolled in the Newton Community School District to any non-school group, organization, or private individual unless required by law. The superintendent may authorize the release of class rosters, if judgment deems that such release will offer gainful experiences for the students.

A provision in Federal Public Law does require public schools to release that information regarding secondary students to military or college recruiters upon their request. A provision in the law allows any secondary student or the parent of the student to request that such directory information not be released. If you choose not to have directory information released, please have your parent put that request in writing and send it to the high school principal.

## **STUDENT RECORDS**

Any information concerning a student's grades, attendance, or permanent records, etc., will not be given without the student's or parents' permission.

Permanent records include demographic information, attendance data, achievement data (grades and standardized test scores),

health data, and date of graduation. Permanent records remain in perpetuity.

Cumulative records include the information in the permanent record along with any information pertinent to the student's educational placement, progress, and behavior. Cumulative records are destroyed three years after a student graduates. (Reference: Board Policies 505.1-505.4)

## **STUDENT RIGHTS**

*Procedures for Reporting Allegations of Abuse of Students by School Employees.*

The Newton Community School District has appointed Brent Miller 1302 First Avenue West, Newton, Iowa 50208, 641-792-5809, as level-one investigator. The Newton Community School District will respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigation of any allegation, and to do so in a reasonably prudent manner. The processing of a complaint or allegation will be handled confidentially to the maximum extent possible.

### *School Discipline Policies*

The Newton Community School Board affirms its intent to support the school discipline policies, its intent to support school staff who enforce the discipline policies, and its intent to hold school staff accountable for implementing the discipline policies.

### *Student Due Process Rights*

It shall be the policy of the Board of Education to provide for student due process rights. Board policies provide legitimate and reasonable channels through which policy interpretations may be quickly and equitably resolved at the lowest possible level. Student due process policies and regulations are available at any school office.

## **TEACHER QUALIFICATIONS**

As Parents/Guardians in the Newton Community School District, you have the right to information regarding your child's teacher's qualifications, state licensure status, special endorsements for grade level/subject areas taught, and baccalaureate/graduate certification/degree.

Parents/Guardians may request this information from the Director of Human Resources, Laura Selover, by calling 641-792-5809 or by sending a letter of request to NCSD, Laura Selover, Director of Human Resources, 1302 First Avenue West, Newton, IA 50208.

## **TEXTBOOK FINES**

Students are responsible for the care and safety of textbooks issued to them. Loss or damage to textbooks (i.e. torn pages, writing, theft from locker etc.) will result in the following fines:

	<u>Amount</u>
Lost Book	100%
(Total Replacement Cost)	
Structural Abuse	50%
Severely Marked	25%
Marked	Discretionary

Replacement cost could amount to \$35 or more. Therefore, it is imperative that students take necessary precautions to protect their textbooks.

## **TRANSFERRING TO ANOTHER SCHOOL**

If you are moving, please allow one day for checking out of school. Pick up a withdrawal card at the counselor's office. Your partial grades will be given for the use of your new school.

## **VIDEO SURVEILLANCE CAMERAS**

Video surveillance cameras may be used on school district grounds and inside and outside of school district buildings to assist in the security and safety of students, staff, and property.

## **VISITORS**

All visitors are required to register in the main office and will be asked to wear a dated name tag while they are in the building. Those persons in the community who regularly serve as speakers or consultants in class will also wear a dated name tag. Any visitors who do not register may be prosecuted for trespassing.

Unless otherwise approved, all individuals providing transportation for students must do so via the north circle drive.

### **Student Visitors**

Students may not have another guest accompany them to class unless special arrangements have been made via administration.

Former students may stop by the office and visit a teacher only during their prep period unless otherwise approved by administration.

### **Non-School Affiliated Visitors**

The Newton Community School District encourages parents and other citizens to visit the schools and believes that there are many potential benefits which can result from increased interaction with the public. At the same time, NCSD has a legitimate interest in avoiding disruption to the educational process, protecting the safety and welfare of the students and staff, and to protect the district's facilities and equipment from misuse or vandalism.

A balance must be achieved between the potential benefits and risks associated with the presence of visitors in our school buildings. Achieving the desired balance will lead to increased parent involvement, a better understanding of how the school district operates and the challenges facing the school district, and an increased sense of collaboration and cooperation between the community and the schools.

Limitations may be placed on visitors to avoid disruption to school operations and to prevent visitors from receiving a distorted view of those operations. Building principals shall have the authority to determine which visits are to be permitted as well as the discretion to set any appropriate conditions on the nature and extent of such visits. In exercising their discretion, the principals shall consider the purpose of the visit, the impact of the visitor's presence, and the relationship of any visitor to the students.

### **Rules for Visitors to Schools Policy**

#### **A. General Requirements for Visitors to Schools:**

1. A visitor is defined as any person seeking to enter a school building who is not an employee of the school district or a student currently enrolled in that building.
2. All visitors shall report to the school office when arriving or leaving the school premises. Notices shall be displayed in each building indicating that all visitors are required to register with the school office and obtain authorization from the building principal to remain on the school premises.
3. All visitors shall be required to produce appropriate state issued identification and will be subject to background check procedures.
4. All visitors shall be required to wear an appropriate form of identification at all times when on school premises as provided by the front office.
5. All visitors shall be supervised when in the presence of students.

6. Whenever possible, visitors should obtain authorization from the principal in advance. At the discretion of the principal, such prior authorization may be required.

### **Possible Exceptions to Visitor Requirements**

Parents or NCSD citizens who have been invited to visit school as part of a scheduled open house, special event, scheduled performance by a class, team or group, or other adult participants in organized and school approved activities during off-school hours are exempt from requirements in most circumstances. However, NCSD schools reserve the right to screen all those who are at said events if deemed necessary by school officials.

## **WEST ACADEMY**

WEST Academy provides an alternative education opportunity for older high school students of the Newton Community School District. Students who are not successful in the regular education program, who are behind in earning credits toward graduation at the end of eight semesters, or who are at risk of dropping out may be considered for enrollment on a part or full time basis.

Consideration for enrollment at WEST Academy will be given only to students who have attempted two semesters of high school or who have reached the age of 16, whichever comes first. Consideration for enrollment will be given only with the recommendation of the student's high school counselor and the high school administration.

Students receiving special education programming at the high school may be considered for enrollment at WEST Academy if they have attempted two semesters of high school or have reached the age of 16, whichever comes first, and have the approval of the student's Special Education Staffing Team and the director of WEST Academy.

Students who are simultaneously attending both WEST Academy and Newton Senior High School may enroll at WEST Academy in elective courses or courses which they have previously failed, as approved by their NHS counselor.

WEST Academy students who are residents of the Newton Community School District and who have completed the Newton Community School District graduation requirements may receive a Newton Senior High School diploma and may participate in the Newton Senior High School commencement exercises if they have met the diploma requirements listed on Page 3. They will have a notation in the commencement program and on their high school transcript that they have completed graduation requirements at WEST Academy. No student who receives graduation credit through WEST Academy may graduate sooner than their original high school graduating class.

WEST Academy also issues its own diploma. Forty (40) credits will be required to earn a WEST Academy diploma. Students must earn credits in Language Arts (8), Mathematics (6), Science (6), Social Studies (6), Physical Education (4), and Health (1) which are the same as required for a Newton High School diploma. In addition, one credit each will be required in Computer Skills, Independent Living, Careers, and Possible Selves. The remaining five (5) credits are elective.

Students who attend WEST Academy shall not participate in the extracurricular activities of Newton Senior High School. They are entitled to purchase a student activity ticket if they so desire.



# NEWTON COMMUNITY SCHOOL DISTRICT

2018-2019 School Calendar – Board Adopted 02.26.18

July 2018					
M	Tu	W	Th	F	
	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			

August 2018					
M	Tu	W	Th	F	
		1	2	3	
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31

September 2018					
M	Tu	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

October 2018					
M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	45
29	30	31			

November 2018					
M	Tu	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
26	27	28	29	30	

December 2018					
M	Tu	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
31					

January 2019					
M	Tu	W	Th	F	
	1	2	3	4	
7	8	9	10	11	43
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		




February 2019					
M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		





March 2019					
M	Tu	W	Th	F	
				1	
4	5	6	7	8	
11	12	13	14	15	41
18	19	20	21	22	
25	26	27	28	29	

April 2019					
M	Tu	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30				

May 2019					
M	Tu	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	46

June 2019					
M	Tu	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

	New Teacher Academy
	School Year Begins for Students–Aug 23
	School Year Ends for Students–May 30 1.5 Hour Early Dismissal – ALL CAMPUSES

	Parent-Teacher Conferences*
	1.5 Hour Early Dismissal – ALL CAMPUSES
	Parent-Teacher Conferences (BMS)
	Parent-Teacher Conferences (NHS)

	NO SCHOOL – Students
	Teacher Professional Development, Collaboration & Work Days
	NO SCHOOL – Students & Staff
	1.5 Hour Early Dismissal for Students ALL CAMPUSES

Aug 14, 15, 16 - New Teacher Academy	Oct 30 - START 2 <sup>nd</sup> QUARTER	Jan 15 - START 3 <sup>rd</sup> QUARTER / 2 <sup>nd</sup> SEMESTER	Mar 25 - START 4 <sup>th</sup> QUARTER
Aug 20, 21, 22 - Teacher Professional Development	Nov 21 - 1.5 Hour Early Dismissal	Jan 28 - Teacher PD (NO SCHOOL – Students)	April 18 - Parent-Teacher Conferences (BMS)
Aug 23 - FIRST DAY OF SCHOOL	Nov 22 & 23 - Thanksgiving Holiday (NO SCHOOL)	Feb 12 - Parent-Teacher Conferences (BMS)	April 19 - Good Friday Holiday (NO SCHOOL)
START 1 <sup>st</sup> QUARTER / 1 <sup>st</sup> SEMESTER	Nov 26 - Teacher PD (NO SCHOOL – Students)	Feb 14 - Parent-Teacher Conferences (NHS)	April 25 - Parent-Teacher Conferences (NHS)
Sep 3 - Labor Day Holiday (NO SCHOOL)	Nov 29 - Parent-Teacher Conferences (NHS)	Feb 18 - President's Day Holiday (NO SCHOOL)	April 29 - Teacher PD (NO SCHOOL – Students)
Sep 4 - PRESCHOOL START DATE	Dec 21 - 1.5 Hour Early Dismissal	*Possible Snow Make Up Day	May 23 - WEST Academy Graduation
Sep 24 - Teacher PD (NO SCHOOL – Students)	Dec 24 - Jan 2 - Winter Break (NO SCHOOL)	Feb 25 - Teacher PD (NO SCHOOL – Students)	May 26 - Newton High School Graduation
Oct 4 - Parent-Teacher Conferences (NHS)	Dec 25 - Christmas Day Holiday (NO SCHOOL)	Mar 12 & 14 - *PreK-4 Parent-Teacher Conferences	May 27 - Memorial Day Holiday (NO SCHOOL)
Oct 23 & 25 - *PreK-8 Parent-Teacher Conferences	Dec 31 - New Year's Eve Holiday (NO SCHOOL)	(1.5 Hour Early Dismissal – ALL CAMPUSES)	May 30 - LAST DAY OF SCHOOL
(1.5 Hour Early Dismissal – ALL CAMPUSES)	Jan 1 - New Year's Day Holiday (NO SCHOOL)	Mar 14 - END 3 <sup>rd</sup> QUARTER (41 DAYS)	1.5 Hour Early Dismissal – ALL CAMPUSES
Oct 25 - END 1 <sup>st</sup> QUARTER (45 DAYS)	Jan 11 - END 2 <sup>nd</sup> QUARTER (43 DAYS)	Mar 15 - 22 - Spring Break (NO SCHOOL)	May 30 - END 4 <sup>th</sup> QUARTER (46 DAYS)
Oct 26 - NO SCHOOL	Jan 11 - END 1 <sup>st</sup> SEMESTER (88 DAYS)		May 30 - END 2 <sup>nd</sup> SEMESTER (87 DAYS)
Oct 29 - Teacher PD (NO SCHOOL – Students)	Jan 14 - Teacher Work Day (NO SCHOOL – Students)		May 31 - Teacher Work Day (NO SCHOOL – Students)

PAID HOLIDAYS			
*Additional days missed for SNOW or BAD WEATHER will be made up Feb 18, 2018 or after May 30, 2019	Labor Day – September 3, 2018	Thanksgiving Day – November 22, 2018	Thanksgiving Friday – November 23, 2018
	Christmas Day – December 25, 2018	New Year's Eve – December 31, 2018	New Year's Day – January 1, 2019
	President's Day – February 18, 2019	Good Friday – April 19, 2019	Memorial Day – May 27, 2019

# BELL SCHEDULES

## HIGH SCHOOL Tue. - Fri. Schedule

Block	Time
1A	8:10-8:52
1B	8:57-9:39
2A	9:47-10:29
2B	10:34-11:16
1ST LUNCH	11:16-11:41
3A	11:46-12:28
3B	12:33-1:15
3A	11:21-12:03
2ND LUNCH	12:03-12:28
3B	12:33-1:15
3A/B	11:21-12:50
3RD LUNCH	12:50-1:15
4A	1:20-2:02
4B	2:07-2:49
FLEX	2:49-3:20

## 2 HOUR DELAY

Block	Time
1A	10:10-10:41
1B	10:46-11:18
2A	11:23-11:54
2B	11:59-12:31
1 LUNCH	12:31-12:56
3A	1:01-1:32
3B	1:37-2:08
3A	12:36-1:07
2ND LUNCH	1:07-1:32
3B	1:37-2:08
3A/B	12:36-1:42
3RD LUNCH	1:42-2:08
4A	2:13-2:44
4B	2:49-3:20

## ASSEMBLY SCHEDULE

Block	Time
1A	8:10-8:52
1B	8:57-9:39
2A	9:47-10:29
2B	10:34-11:16
Assembly	11:16-11:47
1ST LUNCH	11:47-12:12
3A	12:17-12:59
3B	1:04-1:46
3A	11:52-12:34
2ND LUNCH	12:34-12:59
3B	1:04-1:46
3A/B	11:52-1:21
3RD LUNCH	1:26-1:46
4A	1:51-2:33
4B	2:38-3:20

## MONDAY SCHEDULE

Block	Time
1A	8:10-8:42
1B	8:47-9:19
ADVISORY	9:24-9:39
2A	9:44-10:20
2B	10:25-10:57
1ST LUNCH	10:57-11:22
3A	11:27-11:59
3B	12:04-12:36
3A	11:02-11:34
2ND LUNCH	11:34-11:59
3B	12:04-12:36
3A/B	11:02-12:11
3RD LUNCH	12:11-12:36
4A	12:41-1:13
4B	1:18-1:50

## 1 HOUR DELAY

Block	Time
1A	9:10-9:48
1B	9:53-10:32
2A	10:37-11:15
2B	11:20-11:59
1 LUNCH	11:59-12:24
3A	12:29-1:08
3B	1:13-1:52
3A	12:04-12:43
2ND LUNCH	12:43-1:08
3B	1:13-1:52
3A/B	12:04-1:27
3RD LUNCH	1:27-1:52
4A	1:57-2:36
4B	2:41-3:20

## 1.5 EARLY DISMISSAL

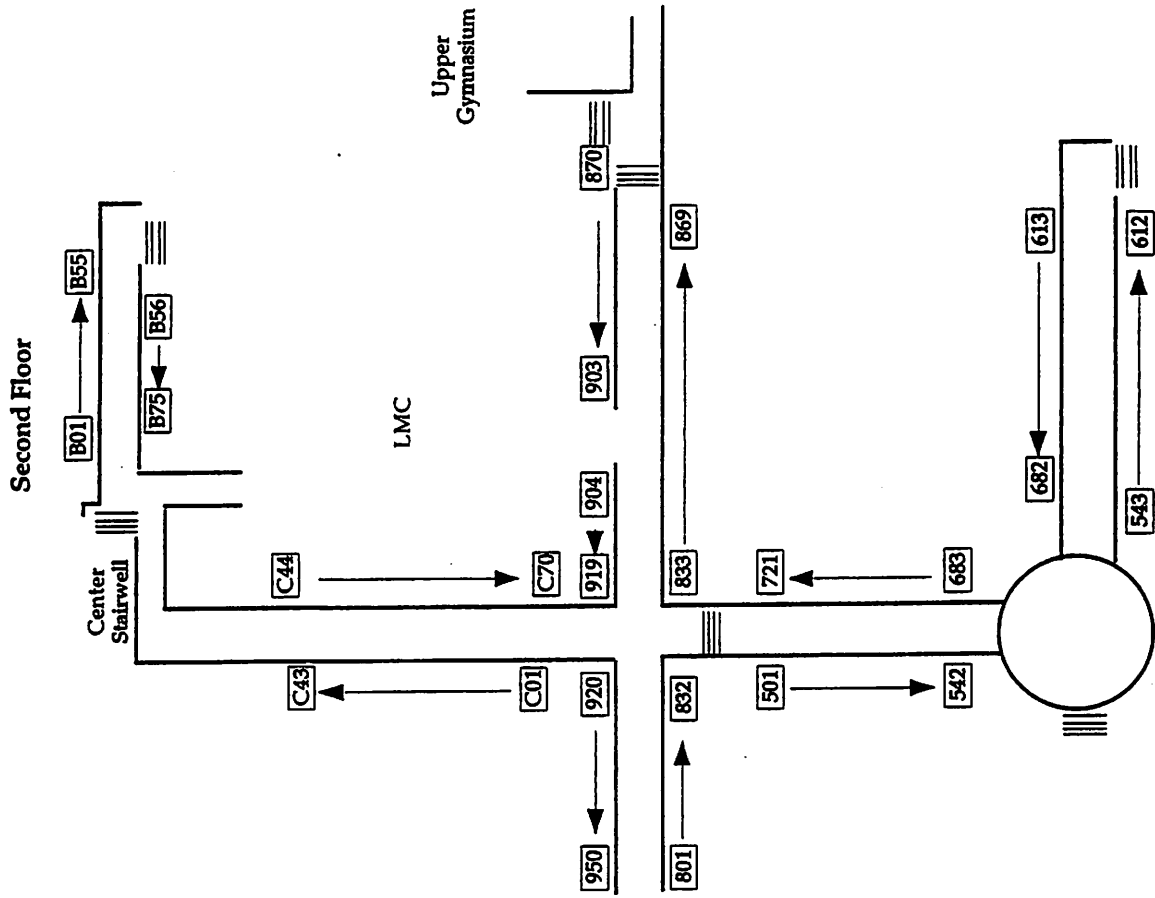
Block	Time
1A	8:10-8:45
1B	8:50-9:25
2A	9:30-10:05
2B	10:10-10:45
3A	10:50-11:25
3B	11:30-12:05
4A	12:10-12:45
4B	12:50-1:25
Lunch	1:25-1:50

## SEMESTER ASSESSMENT SCHEDULE

DAY 1 / DAY 2	Time
1A 2A	8:10-9:25
1B 2B	9:35-10:50
3A 4A	11:00-12:15
3B 4B	12:25-1:40
Lunch	1:40-1:50

# Newton High School Locker Map

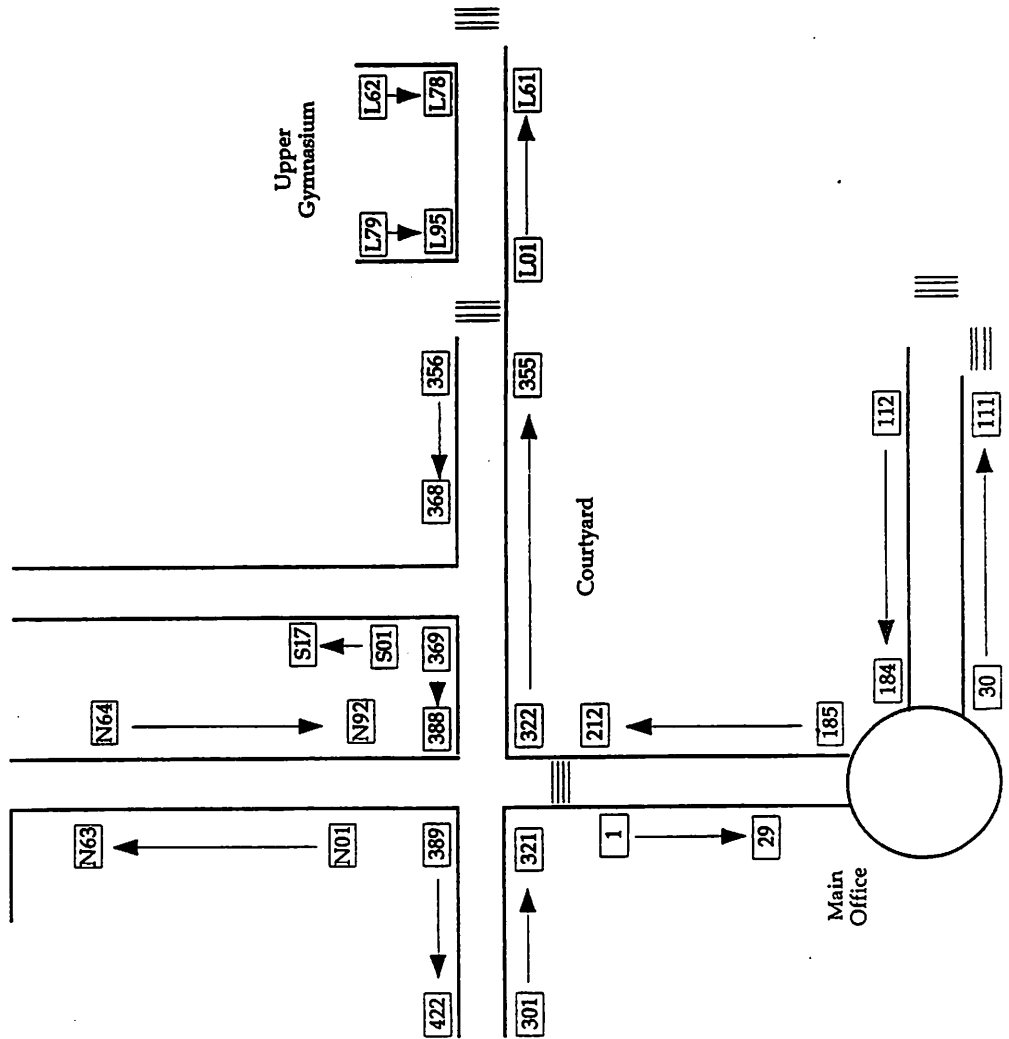
Second Floor



North  
↓

First Floor

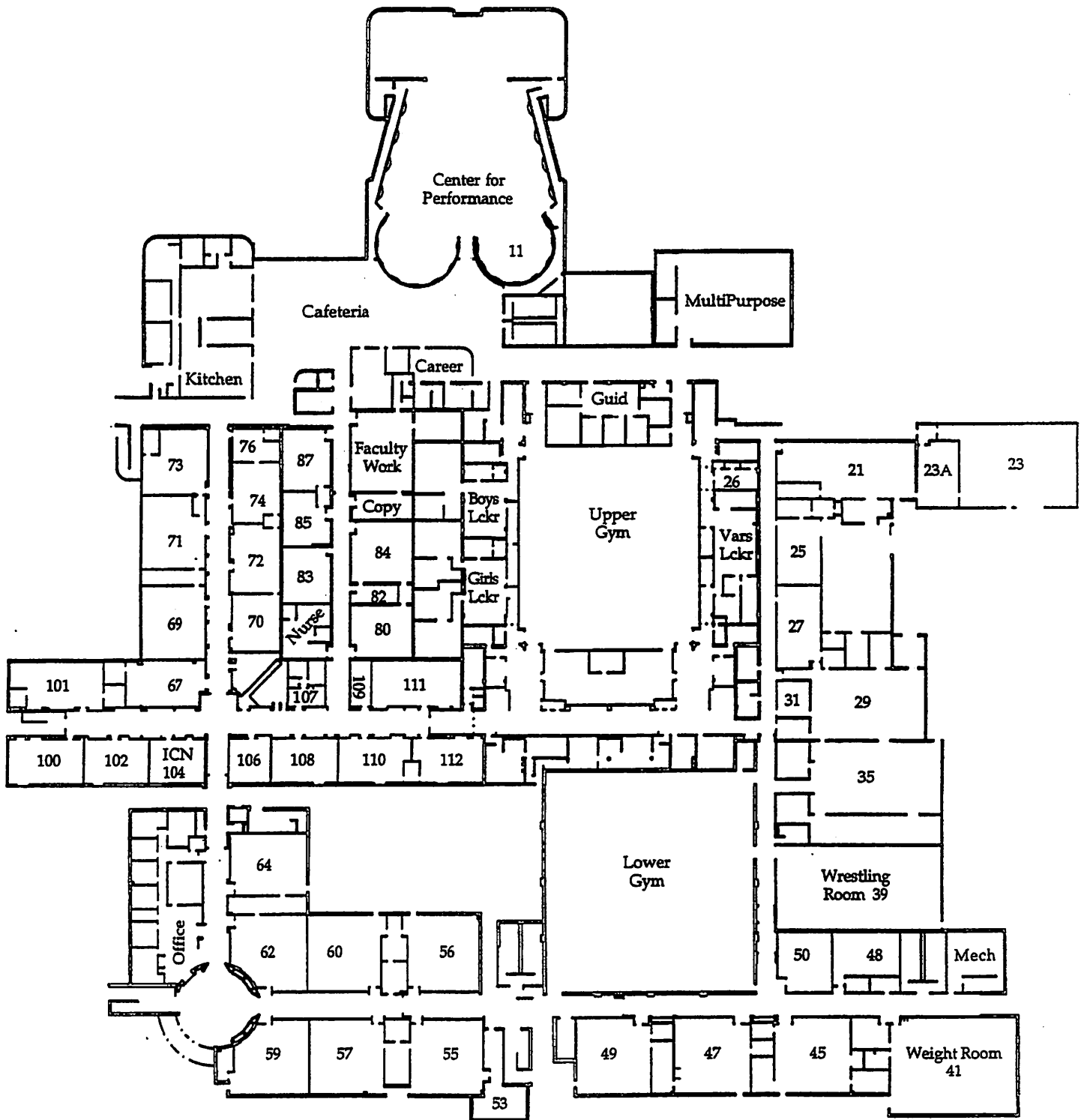
Cafeteria



# Newton High School Floor Plan

North  
←

First Floor

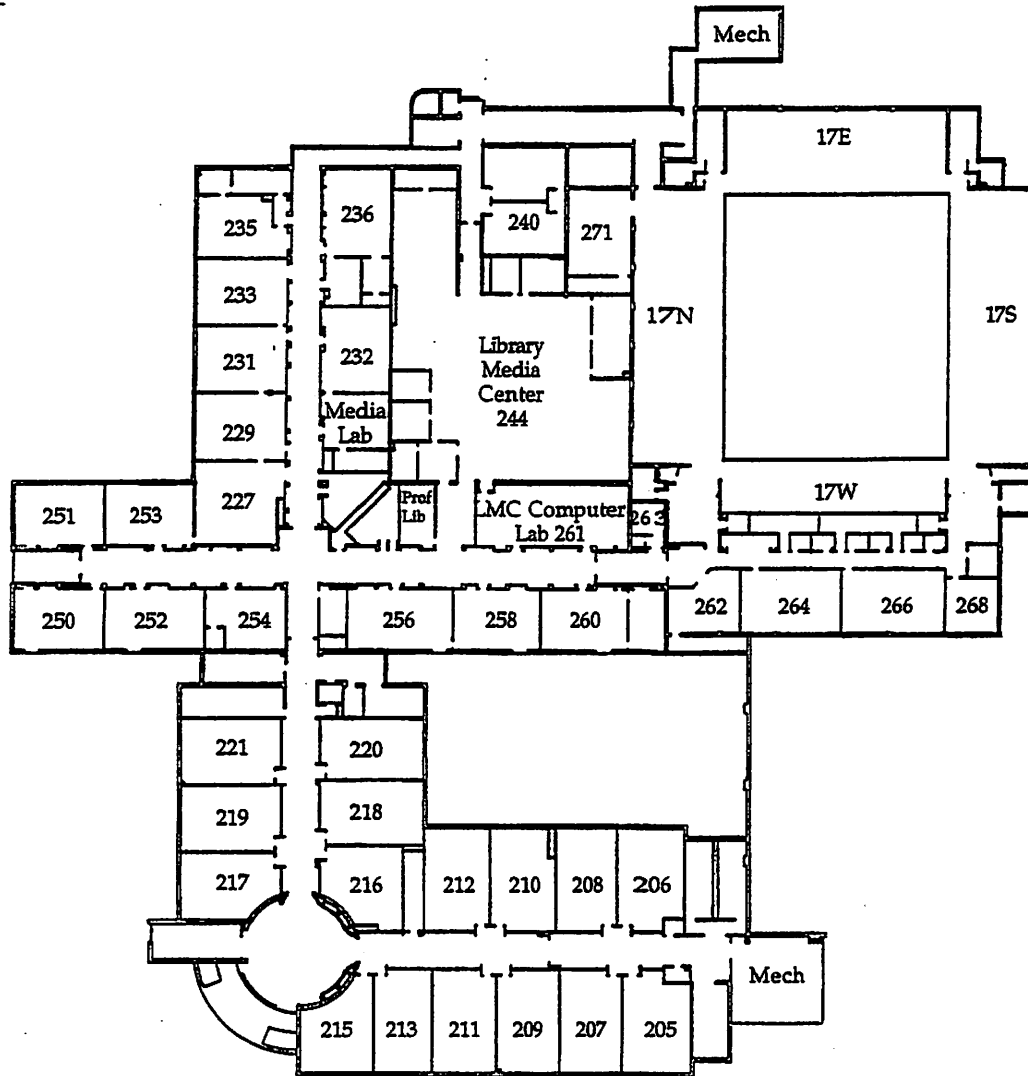


August 2004

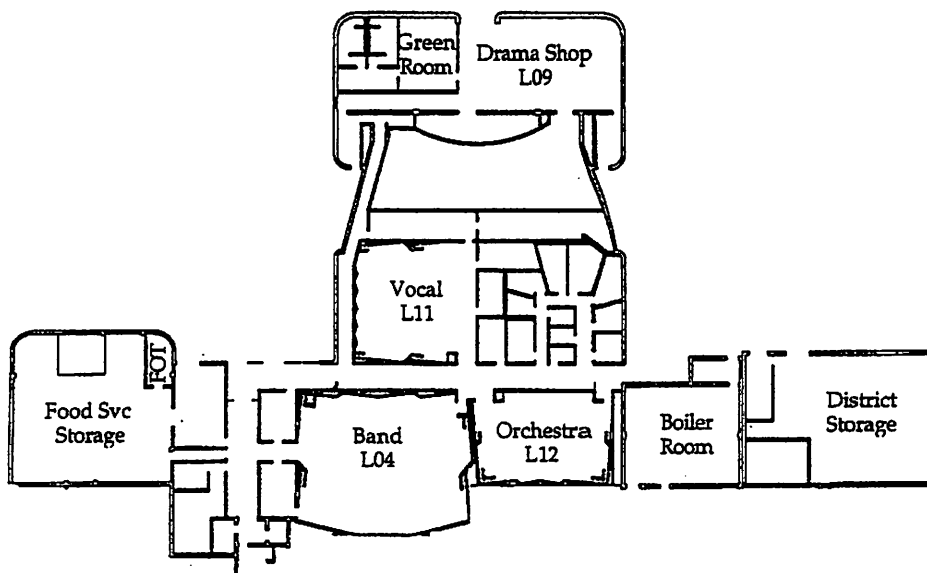
# Newton High School Floor Plan

North  
←

## Second Floor

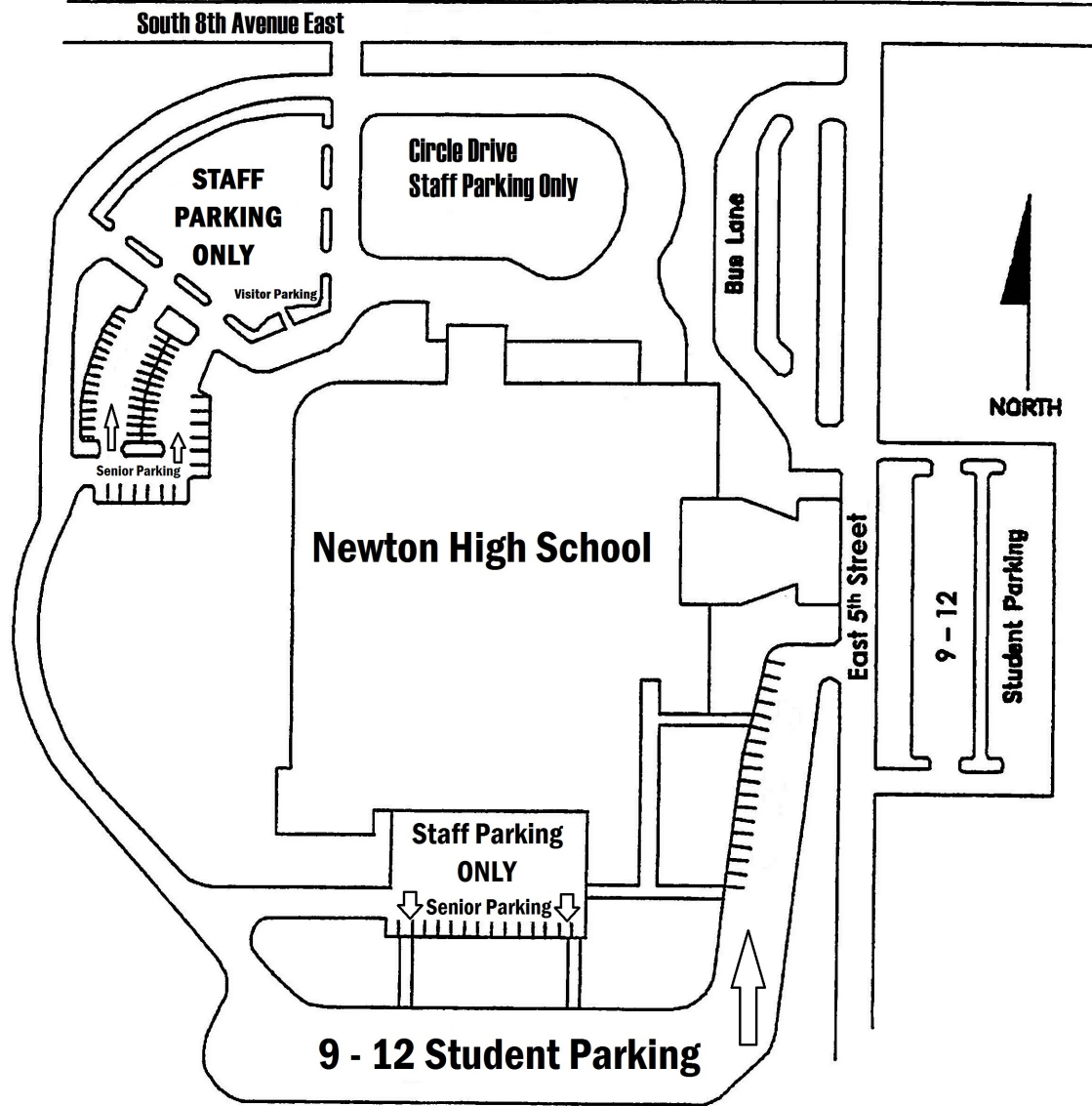


## Lower Floor





# Newton High School Parking Map



6/2015

[illegible]

# NEWTON SENIOR HIGH SCHOOL

## LOYALTY SONG

(To the tune of Illinois Loyalty)

We're loyal to you, Newton High;  
We're loyal and true, Newton High;  
We'll back you to stand

'Gainst the best in the land  
For we know where you stand Newton High,  
Rah! Rah!

So smash that blockade,  
Newton High.

Go crashing ahead Newton High.  
Our team is our famed protector  
Go team for we expect a victory  
From you Newton High!

Che Cha Cha Ra Ra  
Che Cha Cha Ra Ra  
Newton High, Newton High,  
Newton High!

Fling out the dear old flag of scarlet and black  
Lead on your sons and daughters fighting for you  
Like men of old on giants placing reliance,  
Shouting defiance.  
Osky Wow Wow!

Amid these broad green plains that nourish our land;  
For honest labor and for learning, we stand  
And unto thee we pledge our heart and hand  
Dear alma-mater Newton High!